

Recruitment exercise for post of Personal Secretary II starts today

The Civil Service Bureau (CSB) launched a recruitment exercise for the post of Personal Secretary II (PSII) today (December 11) and the recruitment target is 180. Candidates selected will be appointed on civil service terms of appointment and conditions of service.

A spokesman for the CSB said that PSIIIs will be assigned to carry out secretarial duties which may involve word processing, managing work and meetings schedule, handling enquiries and providing office support in different government bureaux or departments.

The recruitment is open to all permanent residents of the Hong Kong Special Administrative Region who meet the relevant entry requirements. Details of the entry requirements for the post have been uploaded to the CSB website (www.csb.gov.hk/english/recruit/7.html). Applicants can submit applications on-line through the CSB website. The closing date for applications is December 24.

Candidates must pass a skills test before being invited to attend the selection interview. The skills test comprises a Chinese and English word processing speed test and a test on the application of common business software. Candidates who are invited to attend the interview will be assessed on their Basic Law (BL) knowledge through a written test. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.

Applicants can also submit their application forms by post to the General Grades Office of CSB. The application form (GF 340 (Rev. 3/2013)) can be downloaded from the CSB website (www.csb.gov.hk/english/recruit/application/331.html).

In view of possible overloading of the online system towards the application deadline, applicants are encouraged to submit applications as early as possible.