

Officer

A Meaningful Job

The work of Correctional Services Department is very essential to the community. By playing a corrective role, we strive to ensure that all persons committed to our custody are treated in accordance with the law. Apart from serving the community in maintaining social order, we actively provide the best opportunity for all persons under custody to make a new start in life, by offering them comprehensive rehabilitative programmes

Qualifications and Entry Pay

(I) Qualifications			Entry Point GDS(O)
(i)	(A) (B)	A degree from a Hong Kong university, or equivalent [Notes (a)], and meet the language proficiency requirements of 'Level 1' results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE) [Notes (b) & (c)], or equivalent; or	9 (HK\$43,845)
(ii)	Meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE) [Note (d)], or equivalent; and		
	(1)	a degree from a Hong Kong university, or a diploma from a registered post-secondary college issued after the date of its registration, or a higher diploma from a Hong Kong polytechnic university / polytechnic / Hong Kong Institute of Vocational Education / technical college, or an accredited Associate Degree from a Hong Kong tertiary institution, or equivalent; or	8 (HK\$41,560)
	(2)	a Certificate of Registration (Part II) issued by the Nursing Council of Hong Kong, or equivalent; or	8 (HK\$41,560)
	(3)	(i) Level 3 or equivalent [Note (e)] or above in five subjects in HKDSEE [Note (f)], or equivalent; or	7 (HK\$39,310)
		(ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination (HKALE) and Level 3 [Note (d)] / Grade C or above in 3 other subjects in the HKCEE [Note (f)], or equivalent; or	
	(4)	a Diploma in Social Work from a Hong Kong polytechnic university / polytechnic, or equivalent; or	7 (HK\$39,310)
	(5)	a Certificate of Registration (Part I) issued by the Nursing Council of Hong Kong, or equivalent; or	7 (HK\$39,310)
	(6)	(i) Level 3 or equivalent [Note (e)] or above in four subjects in HKDSEE [Note (f)], or equivalent; or	5 (HK\$34,825)
		(ii) Grade E or above in one subject at Advanced Level in the Hong Kong Advanced Level Examination (HKALE) and Level 3 [Note (d)] / Grade C or above in 3 other subjects in the HKCEE [Note (f)], or equivalent; and	
(II) be able to speak fluent Cantonese and English.			
(III) pass a physical fitness test [Note (g)]			

- Notes:**
- (a) Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications.
 - (b) Degree-holding applicants will be eligible for the degree pay point if they possess the requisite results in the Use of Chinese (UC) and Use of English (UE) papers in the CRE or equivalent at the time the offer of appointment is made.
 - (c) Candidates' results in the UC and UE papers are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest. Grade 'C' or above and Grade 'D' in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) are accepted as equivalent to 'Level 2' and 'Level 1' results respectively in the UC paper of the CRE. Grade 'C' or above and Grade 'D' in Use of English of the HKALE, or equivalent, are accepted as equivalent to 'Level 2' and 'Level 1' results respectively in the UE paper of the CRE. Candidates with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test are considered as having met the English language proficiency requirement under item (I)(i)(B) of the entry requirements. The IELTS test result must be valid on the starting day of the application period.
 - (d) For civil service appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
 - (e) For civil service appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.
 - (f) The subjects in (I)(ii)(3) and (I)(ii)(6) above may include Chinese Language and English Language.
 - (g) Candidates may refer to the website of the Correctional Services Department (<http://www.csd.gov.hk>) Recruitment Procedures of Officer. Those who have passed the physical fitness test will be invited to attend written examination. Only those candidates who have passed the physical fitness test, written examination, group interview and then final interview will be considered for appointment.
 - (h) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.

Duties

Supervise junior staff, persons under custody, young persons in a training/rehabilitation centre and drug dependants in a drug addiction treatment centre; or work in a prison hospital or in the Rehabilitation Unit; or undertake specific catering duties; or manage an industrial workplace of correctional services industries in a prison, correctional institution or treatment centre with specific duties of production and quality management, staff supervision, facilities and materials planning, or undertake specific duties in marketing, product development, resources planning, process planning, layout design, production scheduling and control, engineering management, quality management, logistic management and management of vocational training activities in the Industries and Vocational Training Section of the Department and perform any other duties as required.

(Note: Subject to the provisions of the Prisons Ordinance and may be required to wear uniform, work shifts and live in departmental quarters.)

Training

Newly recruited Officers must undergo a 26-week training period at the Staff Training Institute, Stanley, which includes field training at various correctional institutions.

Promotion Prospects

An Officer can be considered for promotion to Principal Officer, subject to passing a departmental promotion examination.

Welfare

Correctional Officers can enjoy a number of welfare facilities. These include paid leave, medical and dental benefits, and where appropriate, assistance in housing. They can also become members of the Staff Club and Officers' Club, facilities of which include swimming pools, tennis courts, children playground, restaurant, bar, etc. The department runs a welfare fund to assist staff and their families. In addition, there are staff recreation rooms in all institutions for the use of the staff.

How to Apply

When we have Officer vacancies requiring open recruitment, we will advertise them on the websites of the Civil Service Bureau (<http://www.csb.gov.hk>) and this Department (<http://www.csd.gov.hk>). If you are interested and meet the entry requirements, you may apply for the post according to the procedures in the advertisements. Please note that candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment.

As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. Job vacancies are open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

Assistant Officer II

A Meaningful Job

The work of Correctional Services Department is very essential to the community. By playing a corrective role, we strive to ensure that all persons committed to our custody are treated in accordance with the law. Apart from serving the community in maintaining social order, we actively provide the best opportunity for all persons under custody to make a new start in life, by offering them comprehensive rehabilitative programmes.

Qualifications and Entry Pay

(A) Qualifications		Entry Point GDS(R)
(I)	(i) Level 2 or equivalent (Note a) or above in <u>five subjects</u> in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (Note b), or equivalent; or (ii) Level 2 (Note c) / Grade E or above in <u>five subjects</u> in the Hong Kong Certificate of Education Examination (HKCEE) (Note b), or equivalent; or	4 (HK\$21,285)
(II)	(i) Level 2 or equivalent (Note a) or above in <u>three subjects</u> in HKDSEE (Note b), or equivalent; or (ii) Level 2 (Note c) / Grade E or above in <u>three subjects</u> in HKCEE (Note b), or equivalent; or	3 (HK\$20,690)
(III)	completed Secondary 5, or equivalent; and	2 (HK\$20,090)

(B) meet the language proficiency requirements of Level 2 (Note c) or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; and be able to speak fluent Cantonese and English; and

(C) Physical Fitness Test
Candidates must pass the Physical Fitness Test in order to proceed to subsequent recruitment procedures (please refer to note (d) and information on 'Recruitment Procedures' at our website).

- Notes:**
- (a) For civil service appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in HKDSEE.
 - (b) The subjects may include Chinese Language and English Language.
 - (c) For civil service appointment purpose, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
 - (d) Candidates may refer to the Correctional Services Department's website (<http://www.csd.gov.hk>). Those who have passed the physical fitness test will be invited to attend a group interview. Only those candidates who have passed the group interview, aptitude test and then final interview will be considered for appointment.

- (e) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate's overall assessment.

Duties

Supervise persons under custody, young persons in a training / rehabilitation centre and drug dependants in a drug addiction treatment centre; and perform any other duties as required.

(Note: subject to the provisions of the Prisons Ordinance, is required to wear uniform and work shifts and may be required to undertake hospital nursing duties after in-service training and live in departmental quarters.)

Training

Newly recruited Assistant Officers II must undergo training course lasting for 23 weeks in total at the Staff Training Institute, Stanley, which includes field training at various correctional institutions.

Promotion Prospects

An Assistant Officer II can be promoted to Assistant Officer I or appointed to the Officer grade by Potential Officer Scheme.

Welfare

Assistant Officers II can enjoy a number of welfare facilities, including paid leave, medical and dental benefits and where appropriate, assistance in housing. They can also become members of the Staff Club, facilities of which include swimming pools, tennis courts, children playground, restaurant, bar, etc. The department runs a welfare fund to assist staff and their families. In addition, there are staff recreation rooms in all institutions for the use of the staff.

How to Apply

Advertisements for open recruitment are available on the websites of the Civil Service Bureau (<http://www.csb.gov.hk>) and this Department (<http://www.csd.gov.hk>). If you are interested and meet the entry requirements, you may apply for the post according to the procedures in the advertisements. Please note that candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment.

As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. Job vacancies are open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

懲教主任

有意義的職業

懲教署的工作對社會極有意義。我們擔當既懲亦教的角色，確保羈留人士獲得善待，努力面對人生，使社會保持安穩。此外，本署積極為在囚人士提供適時和全面性的康復計劃，促使他們改過自新，重建新生。

學歷與薪酬

(I) 入職條件		起薪點 GDS(O)
(i)	(A) 香港本地院校所頒授的學位，或同等學歷[註(a)]，及 (B) 符合語文能力要求，在綜合招聘考試兩張語文試卷(中文運用及英文運用)取得「一級」成績[註(b)及(c)]，或同等成績； 或	9 (HK\$43,845)
(ii)	符合語文能力要求，即在香港中學文憑考試或香港中學會考中國語文科及英國語文科考獲第 2 級或以上成績[註(d)]，或具同等成績；及	
	(1) 香港本地院校所頒授的學位，或註冊專上學院註冊後所頒發的文憑，或香港其中一所理工大學/理工學院/香港專業教育學院/科技學院的高級文憑，或香港高等院校頒發並獲認可的副學士學位，或具同等學歷；或	8 (HK\$41,560)
	(2) 香港護士管理委員會頒發的註冊護士證書(第二部)，或具同等學歷；或	8 (HK\$41,560)
	(3) (i) 在香港中學文憑考試五科考獲第 3 級或同等[註(e)]或以上成績[註(f)]，或具同等學歷；或 (ii) 在香港高級程度會考兩科高級程度科目考獲 E 級或以上，並在香港中學會考另外三科考獲第 3 級[註(d)]/C 級或以上[註(f)]，或具同等學歷；或	7 (HK\$39,310)
	(4) 香港其中一所理工學院/理工大學的社會工作文憑，或具同等學歷；或	7 (HK\$39,310)
	(5) 香港護士管理局頒發的註冊護士證書(第一部)，或具同等學歷；或	7 (HK\$39,310)
	(6) (i) 在香港中學文憑考試四科考獲第 3 級或具同等[註(e)]或以上成績[註(f)]，或具同等學歷；或 (ii) 在香港高級程度會考一科高級程度科目考獲 E 級或以上成績，並在香港中學會考另外三科考獲第 3 級[註(d)]/C 級或以上[註(f)]，或具同等學歷；及	5 (HK\$34,825)
(II) 能操流利粵語及英語。		
(III) 須通過體能測試[註(g)]。		

- 註： (a) 持有本港以外學府及非香港考試及評核局頒授的學歷人士亦可申請，惟其學歷必須經過評審以確定是否與職位所要求的本地學歷水平相若。
- (b) 持有學位的申請人如在獲發聘書時持有綜合招聘考試中文運用及英文運用兩張試卷所需的成績或同等成績，便符合資格獲取學位持有人的起薪點。
- (c) 中文運用及英文運用試卷的考生成績分為「二級」、「一級」或「不及格」，並以「二級」為最高等級。香港高級程度會考中國語文及文化、中國語言文學或中國語文科「C」級或以上和「D」級成績則分別會獲接納為等同綜合招聘考試中文運用試卷的「二級」和「一級」成績。香港高級程度會考英語運用科「C」級或以上和「D」級成績(或同等成績)分別會獲接納為等同綜合招聘考試英文運用試卷的「二級」和「一級」成績。在International English Language Testing System (IELTS)學術模式整體分級取得6.5或以上，並在同一次考試中各項個別分級取得不低於6的成績的人士，在IELTS考試成績的兩年有效期內，會視為已符合入職條件I(i)(B)項下有關英文語文能力的要求。IELTS考試成績必須在職位開始接受申請的首天仍然有效。
- (d) 政府在聘任公務員時，過往香港中學會考中國語文科和英國語文科(課程乙) C級及E級的成績，在行政上會分別被視為等同2007年或以後香港中學會考中國語文科和英國語文科第3等級和第2等級的成績。
- (e) 政府在聘任公務員時，香港中學文憑考試應用學習科目(最多計算兩科)「達標並表現優異」成績，以及其他語言科目C級成績，會被視為相等於新高中科目第3級成績；香港中學文憑考試應用學習科目(最多計算兩科)「達標」成績，以及其他語言科目E級成績，會被視為相等於新高中科目第2級成績。
- (f) (I)(ii)(3)及(I)(ii)(6)所指的科目，可包括中國語文科及英國語文科。
- (g) 申請人可參閱懲教署網頁(網址：<http://www.csd.gov.hk>)懲教主任招考程序。通過體能測試的申請人會被邀請參加筆試。只有通過體能測試、筆試、小組面試及其後的最後面試的申請人才會獲考慮聘任。
- (h) 為提高大眾對《基本法》的認知和在社區推廣學習《基本法》的風氣，政府會測試應徵公務員職位人士的《基本法》知識。申請人在基本法測試的表現會佔其整體表現的一個適當比重。

職責

督導初級職員、在囚人士、教導所或更生中心的青少年，以及戒毒所內的戒毒者，或在懲教院所內的醫院或更生事務組工作；或在懲教院所內擔任指定膳食的供應工作；或管理設於監獄、懲教院所或戒毒所內的懲教工業工場，負責特定工作如製造產品及品質管理、監督屬下

人員、設施及物料策劃和其他相關職務；及負責懲教署工業及職業訓練組的特定工作，包括市場推廣、產品研發、資源策劃、程序策劃、圖則設計、生產時間安排及控制、工程管理、品質管理、物流管理及職業訓練活動的管理；及執行其他獲指派的工作。

(註：須受監獄條例約束，並可能須穿著制服，輪班當值及在部門宿舍居住。)

訓練

新聘用的懲教主任，均須在赤柱職員訓練院接受為期二十六星期的訓練，包括在各類懲教院所實習。

晉升機會

懲教主任通過部門升級考試後，可獲考慮晉升為高級懲教主任。

福利

懲教主任可享有多項福利，包括有薪假期、醫療與牙科診療及在適當情況下，可獲得房屋資助。又可成為職員會所及官員會所會員，享用各項設施，包括游泳池、網球場、兒童遊樂場、餐館、酒吧等。懲教署設有福利基金，用以幫助職員及其家人。此外，各懲教院所均設有康樂室，供職員使用。

投考方法

當本署需要招聘懲教主任時，會在懲教署的網頁 (<http://www.csd.gov.hk>) 及公務員事務局網頁 (<http://www.csb.gov.hk>) 刊登廣告，詳細列明入職條件、職責、聘用條款、申請手續及查詢方法等。有興趣的人士如符合該職位的人職條件，可根據招聘廣告上的手續作出申請。申請人於獲聘時必須是香港特別行政區永久性居民。

作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請各政府職位。

二級懲教助理

有意義的職業

懲教署的工作對社會極有意義。我們擔當既懲亦教的角色，確保羈留人士獲得善待，努力面對人生，使社會保持安穩。此外，本署積極為在囚人士提供適時和全面性的康復計劃，促使他們改過自新，重建新生。

學歷與薪酬

申請人的起薪點須視乎學歷而定。		起薪點 GDS(R)
(A) 入職條件		
(i)	(i)在香港中學文憑考試 <u>五科</u> 考獲第2級或同等(註 a)或以上成績(註 b)，或具同等學歷； 或 (ii)在香港中學會考 <u>五科</u> 考獲第2級(註 c)/E級或以上成績(註 b)，或具同等學歷；或	4 (HK\$21,285)
(ii)	(i)在香港中學文憑考試 <u>三科</u> 考獲第2級或同等(註 a)或以上成績(註 b)，或具同等學歷； 或 (ii)在香港中學會考 <u>三科</u> 考獲第2級(註 c)/E級或以上成績(註 b)，或具同等學歷；或	3 (HK\$20,690)
(iii)	完成中五學業，或具同等學歷；及	2 (HK\$20,090)

(B) 符合語文能力要求，即在香港中學文憑考試或香港中學會考中國語文科和英國語文科考獲第2級(註 c)或以上成績，或具同等學歷，並能操流利粵語及英語；

(C) 體能測試

申請人必須在本測試項目取得及格成績方會被邀請參與其後的招聘考核項目(詳情可參閱附註(d)及瀏覽本署網頁「招考程序」所列的資料)。

附註

- (a) 政府在聘任公務員時，香港中學文憑考試應用學習科目(最多計算兩科)「達標並表現優異」成績，以及其他語言科目C級成績，會被視為相等於新高中科目第3級成績；香港中學文憑考試應用學習科目(最多計算兩科)「達標」成績，以及其他語言科目E級成績，會被視為相等於新高中科目第2級成績。
- (b) 有關科目可包括中國語文及英國語文科。
- (c) 政府在聘任公務員時，2007年前的香港中學會考中國語文科和英國語文科(課程乙)C級

及E級成績，在行政上會分別被視為等同2007年或之後香港中學會考中國語文科和英國語文科第3級和第2級成績。

- (d) 申請人可參閱懲教署互聯網站(<http://www.csd.gov.hk>)。通過體能測試的申請人會獲邀請參加小組面試。只有通過小組面試、能力傾向測試及最後面試的申請人才會獲考慮聘任。
- (e) 為提高大眾對《基本法》的認知和在社區推廣學習《基本法》的風氣，政府會測試應徵公務員職位人士的《基本法》知識。申請人在基本法測試的表現會佔其整體表現的一個適當比重。

職責

監督在囚人士、教導所／更生中心的青少年及戒毒所內的戒毒者；及執行其他指派的工作。

(註：須受《監獄條例》規管、須穿著制服及輪班當值，或須接受在職訓練後從事醫院護理工作及居住在部門宿舍。)

訓練

新聘用的二級懲教助理，均須在赤柱職員訓練院接受為期共二十三星期的訓練，包括在各類懲教院所實習。

晉升機會

二級懲教助理可晉升為一級懲教助理。亦可經內部潛質人員晉升計劃轉職為懲教主任。

福利

二級懲教助理可享有多項福利，包括有薪假期、醫療與牙科診療及在適當情況下，可獲得房屋資助。又可成為職員會所會員，享用各項設施，包括游泳池、網球場、兒童遊樂場、餐廳、酒吧等。懲教署設有福利基金，用以幫助職員及其家人。此外，各懲教院所均設有康樂室，供職員使用。

投考方法

二級懲教助理的招聘廣告已刊登於懲教署的網頁 (<http://www.csd.gov.hk>) 及公務員事務局網頁 (<http://www.csb.gov.hk>)，並詳細列明入職條件、職責、聘用條款、申請手續及查詢方法等。有興趣的人士如符合該職位的人職條件，可根據招聘廣告上的手續作出申請。申請人於獲聘時必須是香港特別行政區永久性居民。

作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請各政府職位。