

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

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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.

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