

SOCIAL WELFARE DEPARTMENT

NCSC Part-time Fraud Investigation Adviser (Salary: HK\$170 per hour)

Entry Requirements : Candidates should (a) have 5 passes in HKCEE including Chinese Language and English Language, at Level 2 or equivalent [see Note 1]; (b) be able to write and communicate in Chinese and English; (c) be able to perform outdoor work independently; (d) have at least 5 years of criminal investigation experience in law enforcement departments, e.g. the HKPF, ICAC, CED, ImmD; and (e) preferably be at Inspectorate Grade.

Note 1: 'Grade E' in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Remarks : (a) Part-time work; (b) working hours are normally within 9:00 a.m. to 6:00 p.m. on weekdays; will be required to work around 70 hours per month, but the actual working hours will depend on the job allocation; (c) may be required to carry out outdoor duties and work on irregular hours outside normal office hours; (d) expected to deal with complicated cases; and (e) competent in MS applications.

Duties : (a) To assist and advise on measures to smoothen and expedite fraud investigation in Fraud Investigation Teams (FITs); (b) to lead junior investigation officers and cultivate their investigation skills; (c) to stringently monitor their caseloads and to ensure that output targets are met; (d) to share and introduce appropriate techniques to maintain quality investigation work; (e) to assist Heads of FITs to carry out other investigation duties; and (f) to give advice to the Heads of FITs on case management issues.

Remuneration : \$170 per hour

Terms of Appointment : Successful candidates will be appointed on non-civil service contract terms for 12 months. The offer of further appointment beyond the existing contract is subject to the service need and the satisfactory performance and conduct of the candidate.

How to Apply : Application Forms [G.F. 340 (Rev. 3/2008)] are obtainable from any Public Enquiry Service Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's web site (<http://www.csb.gov.hk>). Completed forms should reach the following address on or before the closing date for application. Candidates who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the telephone number indicated.

Address and Enquiry Tel. : Appointments Section, Social Welfare Department, Room 754, 7/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Enquiry Tel: 2574 4395)

Closing Date for Application : 17 July 2009

Newspapers Advertised (with date) : SCMP (3 July 2009 and 10 July 2009)

GENERAL NOTES

- (a) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (b) Candidates appointed must be permanent residents of the Hong Kong Special Administrative Region unless specified otherwise.
- (c) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (d) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting criteria.
- (e) 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. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.