

OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER (Civil Service Vacancies)

Analyst/Programmer II

How to Apply:

All applications must be submitted **on or before 20 November 2020 (Friday) at 6:00 p.m. Hong Kong Time.**

Applicants may –

- (a) make on-line application through the Civil Service Bureau's website at www.csb.gov.hk; or
- (b) send the completed application form [G.F. 340 (Rev. 3/2013)] [Note 8] by post / by hand to the Appointments Section, Office of the Government Chief Information Officer, 15/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong, in a sealed envelope clearly marked "Application for Analyst/Programmer II". For submission by post, the postmark date on the envelope will be regarded as the date of application. To avoid delayed or unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Office and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

If applications are late or incomplete, or not made in the prescribed form [G.F. 340 (Rev. 3/2013)], or submitted by fax or by e-mail, such applications will **not** be considered.

In addition, applicants **must also submit the following supporting documents of qualification on or before 27 November 2020 at 6:00 p.m. Hong Kong Time** through the GovHK's website at <https://eform.one.gov.hk/form/ogc008/>, or by post / by hand to the above address in a sealed envelope clearly marked "Application for Analyst/Programmer II" -

- (a) copies of degree certificates;
- (b) copies of official transcripts; and
- (c) copies of transcripts of studies / academic results (if applicants are going to obtain the requisite academic qualification stated in the "Entry Requirements" [Item (a)] above within the 2020/21 academic year).

For submission of supporting documents of qualification by post, the postmark date on the envelope will be regarded as the date of submission.

For submission of supporting documents of qualification by post / by hand, applicants' full name and the on-line application number (only for candidates who submitted on-line application) should be quoted on the copies of the supporting documents.

If the required supporting documents are not submitted, or submitted after 27 November 2020 at 6:00 p.m. Hong Kong Time, or are insufficient, such applications will **not** be considered.

Applicants are encouraged to provide their e-mail addresses on the application forms. Upon successful completion of the on-line application through the Civil Service Bureau's website, applicants will receive an on-line application number and an acknowledgement of receipt electronically. For on-line submission of supporting documents of qualification through the GovHK's website, applicants will receive an acknowledgement of receipt at the e-mail address they provided after successful completion of submission. Acknowledgement of receipt of applications and supporting documents sent by post / by hand will also be made electronically to the e-mail address if provided on the application form.

For enquiries, please send to Appointments Section, Office of the Government Chief Information Officer, 15/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong, or call 2582 4482, or e-mail to "appts@ogcio.gov.hk".

政府資訊科技總監辦公室 (公務員職位空缺)

二級系統分析／程序編製主任

申請手續：

所有申請必須在 **2020 年 11 月 20 日(星期五)香港時間下午 6 時或之前** 遞交。申請人可按下列方式提交申請：

- (a) 透過公務員事務局網站(www.csb.gov.hk)作網上申請；或
- (b) 把填妥的申請表格[通用表格第 340 號(3/2013 修訂版)] [註 8] 放入信封內並加以封密，然後郵寄／專人送遞至香港灣仔港灣道 12 號灣仔政府大樓 15 樓政府資訊科技總監辦公室聘用組，信封面註明「申請二級系統分析／程序編製主任職位」。如以郵寄方式遞交申請，信封上的郵戳日期將視為申請日期。為避免郵件過期或未能成功派遞，申請人在投寄前請確保信封面已清楚寫上正確地址及已貼上足夠郵資。所有郵資不足的郵件將不會派遞至本辦公室，並會由香港郵政按情況退還寄件人或銷毀。申請人須自行承擔因未有支付足夠郵資而引致的任何後果。

在截止日期後遞交或未完成的申請書，或並非使用指定申請表格[通用表格第 340 號(3/2013 修訂版)]，或以傳真或電郵方式提交的申請書，將**不獲**受理。

另外，申請人亦須在 **2020 年 11 月 27 日香港時間下午 6 時或之前**把下列學歷證明文件經香港政府一站通(GovHK)網站(<https://eform.one.gov.hk/form/ogc008/>)上載，或經郵寄／專人送遞交往上述地址(並在密封信封面註明「申請二級系統分析／程序編製主任職位」)：

- (a) 學位證書副本；
- (b) 修業成績副本；以及
- (c) 成績表／學業成績副本(如申請人將於 2020/21 學年內取得上文「入職條件」(a)項載述的所需學歷資格)。

如以郵寄方式遞交學歷證明文件，信封上的郵戳日期將視為遞交日期。

如經郵寄／專人遞交學歷證明文件，證明文件副本上須註明申請人全名及網上申請編號(只適用於經網上遞交申請者)。

如申請人沒有提交所需的證明文件，或所需的證明文件在 2020 年 11 月 27 日香港時間下午 6 時之後才遞交，或所遞交的證明文件不足，有關申請將**不獲**受理。

申請人請盡量在申請表格上提供電郵地址。申請人如透過公務員事務局網站作網上申請，則會在完成申請手續後獲發網上申請編號及認收通知。如經香港政府一站通(GovHK)網站上載學歷證明文件時有提供電郵地址，申請人則會在完成上載程序後透過其提供的電郵地址收到認收通知。經郵寄／專人送遞提交申請和學歷證明文件的申請人則會透過其在申請表格上提供的電郵地址收到認收通知。

如有查詢，請郵寄至香港灣仔港灣道 12 號灣仔政府大樓 15 樓政府資訊科技總監辦公室聘用組或致電 2582 4482 或電郵至“appts@ogcio.gov.hk”。

政府资讯科技总监办公室 (公务员职位空缺)

二级系统分析 / 程序编制主任

申请手续：

所有申请必须在 2020 年 11 月 20 日(星期五)香港时间下午 6 时或之前递交。申请人可按下列方式提交申请：

- (a) 透过公务员事务局网站(www.csb.gov.hk)作网上申请；或
- (b) 把填妥的表格[通用表格第 340 号(3/2013 修订版)] [注 8] 放入信封内并加以封密，然后邮寄 / 专人送递至香港湾仔港湾道 12 号湾仔政府大楼 15 楼政府资讯科技总监办公室聘用组，信封面注明「申请二级系统分析 / 程序编制主任职位」。如以邮寄方式递交申请，信封上的邮戳日期将视为申请日期。为避免邮件过期或未能成功派递，申请人在投寄前请确保信封面已清楚写上正确地址及已贴上足够邮资。所有邮资不足的邮件将不会派递至本办公室，并会由香港邮政按情况退还寄件人或销毁。申请人须自行承担因未有支付足够邮资而引致的任何后果。

在截止日期后递交或未完成的申请书，或并非使用指定表格[通用表格第 340 号(3/2013 修订版)]，或以传真或电邮方式提交的申请书，将不获受理。

另外，申请人亦须在 2020 年 11 月 27 日香港时间下午 6 时或之前把下列学历证明文件经香港政府一站通(GovHK)网站(<https://eform.one.gov.hk/form/ogc008/>)上载，或经邮寄 / 专人送递交往上述地址(并在密封信封面注明「申请二级系统分析 / 程序编制主任职位」)：

- (a) 学位证书副本；
- (b) 修业成绩副本；以及
- (c) 成绩表 / 学业成绩副本(如申请人将于 2020/21 学年内取得上文「入职条件」(a)项载述的所需学历资格)。

如以邮寄方式递交学历证明文件，信封上的邮戳日期将视为递交日期。

如经邮寄 / 专人递交学历证明文件，证明文件副本上须注明申请人全名及网上申请编号(只适用于经网上递交申请者)。

如申请人没有提交所需的证明文件，或所需的证明文件在 2020 年 11 月 27 日香港时间下午 6 时之后才递交，或所递交的证明文件不足，有关申请将不获受理。

申请人请尽量在申请表格上提供电邮地址。申请人如透过公务员事务局网站作网上申请，则会在完成申请手续后获发网上申请编号及认收通知。如经香港政府一站通(GovHK)网站上载学历证明文件时有提供电邮地址，申请人则会在完成上载程序后透过其提供的电邮地址收到认收通知。经邮寄 / 专人送递提交申请和学历证明文件的申请人则会透过其在申请表格上提供的电邮地址收到认收通知。

如有查询，请邮寄至香港湾仔港湾道 12 号湾仔政府大楼 15 楼政府资讯科技总监办公室聘用组或致电 2582 4482 或电邮至“appts@ogcio.gov.hk”。