政府資訊科技總監辦公室

政府資訊科技總監辦公室負責制定資訊科技策略、計劃和措施，以及在政府內部提供資訊科技服務及支援，以協助鞏固香港作為亞洲領先數碼城市的地位。

系統分析 / 程序編製主任職系

主要職責

- 制定策略、措施及計劃，以善用資訊科技帶來的好處，使政府和社會各界受惠。
- 進行資訊系統研究、設計、推行和維持應用系統、提供技術支援，以及管理資訊科技計劃。
- 協助開發資訊科技基礎設施及釐定標準、推動本地資訊科技業的發展，以及推廣和促進社會各界更廣泛應用資訊科技。
- 推行措施以推動本港資訊科技的發展。

二級系統分析 / 程序編製主任的職責說明

主要負責：

- 開發、提供、維持和協助採購及管理資訊系統及服務；
- 評估和研究新的硬件、軟件及技術；以及
- 為落實政府 / 本地社會更廣泛應用資訊及通訊科技而推行的措施及計劃提供支援。

專業發展

我們具備一套全面的持續專業發展程序，以協助同事發揮才能和展現幹勁，讓政府資訊科技專業隊伍盡展所長，善用資訊科技帶來的好處，從而令政府和社會各界受惠。每名員工都須為自己制訂持續專業發展計劃。在政府資訊科技技能架構配合之下，持續專業發展程序有助同事認清其本身具備的技能和競爭力，並通過培訓和專業發展加以提升，以應付未來的挑戰。

事業前景	
職級	**薪點**
資訊科技署副署長	首長級薪級表 第3點
資訊科技署助理署長	首長級薪級表 第2點
總系統經理	首長級薪級表 第1點
高級系統經理	總薪級表 第45至49點
系統經理	總薪級表 第34至44點
一級系統分析 / 程序編製主任	總薪級表 第28至33點
二級系統分析 / 程序編製主任	總薪級表 第16至27點

職務

系統分析 / 程序編製主任職系人員須在政府資訊科技總監辦公室及政府各局 / 部門履行所述的主要職責。

二級系統分析 / 程序編製主任的入職資格

- 持有本港大學頒授的資訊科技學士學位，或同等學歷；以及
- 在綜合招聘考試的能力傾向測試取得及格成績；以及
- 符合語文能力的要求，在綜合招聘考試的語文試卷(英文運用)中取得「二級」成績，以及在語文試卷(中文運用)中取得「一級」成績，或同等成績。

如何申請

有關二級系統分析 / 程序編製主任職位的招聘廣告，會刊登於本港各大中英文報章和「香港政府一站通」、公務員事務局及政府資訊科技總監辦公室的網站。請按招聘廣告所訂程序提出申請。

香港政府一站通、公務員事務局及政府資訊科技總監辦公室的網站

- www.gov.hk
- www.csb.gov.hk
- www.ogcio.gov.hk
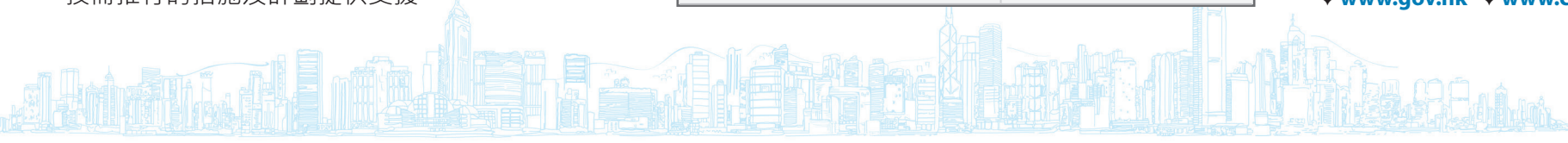
Office of the Government Chief Information Officer

The Office of the Government Chief Information Officer (OGCIO) is responsible for formulating information technology (IT) strategies, programmes and measures, in addition to providing IT services and support within the Government to help sustain Hong Kong's position as Asia's leading digital city.

Analyst / Programmer Grade

Major Responsibilities

- Formulate strategies, initiatives and programmes to harness the benefits of IT for Government and society.
- Conduct information systems studies, design, implement, and maintain application systems, provide technical support, and manage IT projects.
- Help develop IT infrastructure and set standards, foster the development of the IT industry locally, and promote and facilitate the wider use of IT in the community.
- Implement measures to drive IT development in Hong Kong.

Job Description for Analyst/Programmer II

Mainly deployed on:

- Developing, delivering, maintaining and assisting in the procurement and management of information systems and services;
- Evaluating and performing research of new hardware, software and technologies; and
- Providing support in the implementation of initiatives and programmes for wider adoption of Information and Communications Technology in the Government/local community.

Professional Development

We have a holistic and comprehensive Continuing Professional Development (CPD) process to unleash staff's talent and passion, and to bring out the best in the Government IT profession to harness the benefits of IT for the Government and community. Every staff is required to have a CPD plan. Riding on the Government IT Skills Framework (GISF), the CPD process aims to facilitate colleagues to recognise and develop competencies and competitiveness to a higher level through training and professional development to meet the challenges of tomorrow.

Career Prospects	
Rank	Pay Points*
Deputy Director of Information Technology Services	DPS Pt.3
Assistant Director of Information Technology Services	DPS Pt.2
Chief Systems Manager	DPS Pt.1
Senior Systems Manager	MPS Pt.45-49
Systems Manager	MPS Pt.34-44
Analyst/Programmer I	MPS Pt.28-33
Analyst/Programmer II	MPS Pt.16-27

*DPS – Directorate Pay Scale
MPS – Master Pay Scale

Role in the Government

Analyst/Programmer Grade staff are required to work in OGCIO and various government bureaux/departments to perform the major responsibilities.

Entry Qualifications for Analyst/Programmer II

- A Bachelor's degree in IT from a university in Hong Kong, or equivalent; and
- A pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE); and
- Met the language proficiency requirements of 'Level 2' result in the Use of English paper and 'Level 1' result in the Use of Chinese paper in the CRE, or equivalent.

How to Apply

Invitation for application for the posts of Analyst/Programmer II will be advertised in the major English and Chinese newspapers in Hong Kong and in websites of GovHK, Civil Service Bureau (CSB) and OGCIO. Please apply in accordance with the procedures set out in the advertisements.

Websites of GovHK, CSB and OGCIO

- **www.gov.hk** - **www.csb.gov.hk** - **www.ogcio.gov.hk**

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

Analyst/Programmer II

Salary: Master Pay Scale Point 16 ($33,350) to Master Pay Scale Point 27 ($55,995) per month *[Note 1]*

Entry Requirements:
Candidates should have –

(a) a Bachelor's degree in information technology (IT) from a university in Hong Kong, or equivalent *[Note 2]*;

(b) a Pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE) *[Notes 3 and 4]*; and

(c) met the language proficiency requirements of "Level 2" result in the Use of English (UE) paper and "Level 1" result in the Use of Chinese (UC) paper in the CRE, or equivalent *[Notes 3 and 4]*.

(Remark: Candidates are required to sit for a written examination in Hong Kong [Notes 5 – 7].)

Duties:
An Analyst/Programmer II is mainly deployed on –

(a) developing, delivering, maintaining and assisting in the procurement and management of information systems and services;

(b) evaluating and performing research of new hardware, software and technologies; and

(c) providing support in the implementation of initiatives and programmes for wider adoption of Information and Communications Technology in the Government / local community.

(Remark: May be posted to work in the Office of the Government Chief Information Officer or various government bureaux / departments; and be required to work irregular hours.)

Terms of Appointment:
A new appointee will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he / she may be considered for appointment on the prevailing permanent terms.

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.

{Notes: *(1)*   *The information on the monthly salary and maximum pay point is for reference only and may be subject to changes.*

           (2)   *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 refer to "How to Apply" and submit the supporting documents as required.*

                 Applicants without the requisite academic qualification stated in the "Entry Requirements" [Item (a)], but who are undergoing further studies with a view to obtaining the requisite qualification in the 2020/21 academic year may also apply; if selected, appointment will be subject to their obtaining the requisite academic qualification within the 2020/21 academic year.   They should refer to "How to Apply" and submit the supporting documents as required.

           (3)   *(i)*   *Candidates' results in the AT paper of the CRE are classified as Pass or Fail, while the results of the UC and UE papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Level 2 and Level 1 results of the two language papers and Pass result of the AT paper obtained from December 2006 onwards are of permanent validity.   Applicants with valid requisite results in the AT, UC and UE papers obtained in previous CREs are deemed to have met the "Entry Requirements" [Items (b) and (c)].*

(ii) *Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or 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 1 in the UC paper of the CRE.*

Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE.

(iii) *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 is accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period, i.e. from 6 November 2020 to 20 November 2020.*

(4) *Applicants who do not possess the requisite CRE results, or equivalent, but have taken the CRE held in October 2020 in Hong Kong, or have applied for taking the CRE to be held tentatively on 5 December 2020 in seven cities outside Hong Kong (namely Beijing, London, San Francisco, New York, Toronto, Vancouver and Sydney) may also apply. Their applications will be processed subject to their obtaining the requisite CRE results in the aforesaid examination.*

(5) *Candidates are required to sit for a written examination in Hong Kong. Only those candidates who have passed the examination will be further considered for selection interviews. Candidates who are invited for the written examination will normally receive an invitation in about six to ten weeks from the closing date for application. Longer time may be required under certain circumstances, e.g. when a large number of applications are received. Those who are not invited for written examination and / or interviews may assume that their applications are unsuccessful. An invitation to the written examination and / or interviews does not imply that the candidate's qualifications meet the entry requirements of the post he / she has applied for.*

(6) *Applicants should note that the written examination and selection interviews will be conducted in Hong Kong only.*

(7) *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 result of the BL test for degree / professional grades will constitute an appropriate weighting in a candidate's overall assessment.*

(8) *Application form [G.F. 340 (Rev. 3/2013)] can be downloaded from the Civil Service Bureau's website at www.csb.gov.hk. It is also available at any Home Affairs Enquiry Centres of the Home Affairs Department and any Job Centres of the Employment Services Division of the Labour Department.}*

Enquiry Address, Telephone and E-mail:
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".

Closing Date for Application: 20 November 2020

Newspaper(s) Advertised (with dates):
Ming Pao: 6 November 2020 and 13 November 2020
South China Morning Post: 7 November 2020 and 14 November 2020

General Notes:

(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.

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

(c) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.

(d) 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.

(e) The information on the monthly salary and maximum pay point is for reference only and may be subject to changes.

(f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.

(g) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interviews.

(h) 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 written examination and / or selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at www.csb.gov.hk under "Administration of the Civil Service – Appointments".

(i) 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 refer to "How to Apply" and submit the supporting documents as required.

(j) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.