

**VACANCY NOTICE**  
**UNDER POST-RETIREMENT SERVICE CONTRACT SCHEME**  
**HONG KONG POLICE FORCE**

**Assistant Public Service Supervisor**

**(Salary: HK \$38,825 per month plus 10% end-of-contract gratuity)**

**Entry requirements:**

Candidates should:

- (a) be retired Police Sergeants (SGTs) who have ceased work in the Hong Kong Police Force (including PRSC police staff, PRSC civilian staff, Further Employment and Final Extension) for not more than three years at the time of close of application or retiring SGTs on final leave;
- (b) have good proficiency in both written and spoken Chinese and English, with fluency in Putonghua being an advantage.
- (c) have good computer literacy and be proficient in Microsoft (MS) applications, Chinese and English word processing;
- (d) preferably possess knowledge and experience in fingerprinting and using Police Operational Nominal Index Computer System (PONICS) to conduct criminal record checks;
- (e) preferably possess experience working in Criminal Records Bureau (CRB) or Identification Bureau (IB) fingerprint stream;
- (f) preferably possess experience in operating Computer Assisted Palmprint and Fingerprint Identification System (CAPFIS).

**Notes:** (a) Selected candidate will be required to work 44 hours per week including meal breaks subject to the arrangement of the supervisor, to work irregular hours or perform shift duties and to work on Saturdays, Sundays and public holidays should there be any operational needs; (b) Staff employed under Post-retirement Service Contract (PRSC) Scheme are subject to the same rules and regulations on conduct matters as applied to civil servants. Staff who have neglected or willfully refused to perform their duties or misconducted themselves in any manner are liable to disciplinary sanctions; (c) The aggregate employment period of a retired/retiring civil servant under the PRSC Scheme should not exceed five years

**Duties:**

An Assistant Public Service Supervisor is under the direct command of Public Service Supervisor (PSS) and mainly deployed to:

1. assist the Public Service Supervisor to oversee and monitor the daily operation and performance of the Sexual Conviction Record Check (SCRC) Office and the Certificate of No Criminal Conviction (CNCC) & Criminal Conviction Data (CCD) Office (e.g. counter service and online application) to ensure the high quality service delivered to members of the public; and enforce discipline and address other staff matters;
2. operate the operational systems in relation to the public services provided by IB, including but not limited to Conviction History Check System (CHCS), Online Applications Platform (OAP), the Online Booking System (OBS) and Auto-Telephone Answering System (ATAS) and etc;
3. perform clerical duties and assist in monitoring and handling the logistics work of the offices;
4. act as the relieving officer for the Public Service Supervisor in the absence of the former;
5. identify methods of improvement and make suggestions for internal processes to enhance quality assurance;
6. answer enquiries from members of public, both in written and spoken;
7. handle difficult clients/ cases/ complaints; and conduct interviews where required;
8. take applicants' fingerprints and conduct quality check on the fingerprints;
9. deal with criminal conviction records and follow up enquiries with CRB.

**Terms of Appointment:** Successful candidate will be appointed on non-civil service contract terms under the Post-retirement Service Contract Scheme for four months.

**How to Apply:** Applicants are required to submit a duly completed and signed “**Application Form for Post-retirement Service Contract (Civilian Staff) Scheme in the Hong Kong Police Force**” and “**Declaration of Financial Obligations for the Application for Post-retirement Service**”

**Contract (Civilian Staff) Scheme”** when applying. Applicants should state clearly on the form and the envelope for which position they are applying and affix with sufficient postage before posting so as to avoid unsuccessful delivery of application. **Mail items bearing insufficient postage will NOT be delivered to us and will be handled by the Hong Kong Post in accordance with the Post Office Ordinance.** The postmark date on the envelope will be regarded as the date of application. Applications which are incomplete, or late, or not made in the prescribed form, or submitted by fax or email will NOT be considered. Candidates who are selected for interview will normally receive an invitation to the interview in about three to five weeks from the closing date of application. Those who are not invited for interview may assume that their applications are unsuccessful.

**Address and Enquiry Telephone:** Sexual Conviction Record Check Office, 14/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong (Attn: EO SCRC IB)  
– [Application for the position of Assistant Public Service Supervisor] (Enquiry Tel. No.: 2860 1919)

**Closing Date for Application:** 21 February 2025

**Suspension of Monthly Pension and Eligibility for Medical and Dental Benefits:** The payment of the employee’s monthly pension / retirement allowance will be suspended under Hong Kong Pensions legislation during the period of employment, including leave earned during that period, **unless and until the employee has reached the applicable normal or prescribed retirement age prescribed in the relevant pension legislation.** When the employee is not in receipt of a pension or an annual allowance during the period of suspension of monthly pension / retirement allowance, he / she and his / her family are not eligible for civil service medical and dental benefits during the period concerned.

**No Double benefits rule:** Under the policy on prevention of double benefits, civil servant **who is re-appointed to the Government during his / her final leave period** should not be allowed to receive two sets of fringe benefits for the overlapping period (except for the statutory compensation and statutory benefits such as MPF benefits). The employee is required to forgo his / her right to civil service pension benefits / gratuity and all other civil service benefits during his / her final leave period of his / her civil service employment during the period concerned.

Where the retiring civil servants taking up PRSC positions are pensionable officers, if their PRSC employment carries any form of fringe benefits (except for statutory compensation and statutory benefits such as MPF benefits), the overlapping period between the PRSC employment and the final leave period should not be counted as pensionable service for computation of pension benefits upon retirement.

**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 requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. (c) Post-retirement 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. (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) An end-of-contract-gratuity may be granted upon satisfactory completion of full contract period with consistently high standard of performance and conduct. The amount of the gratuity payable will be the sum which, when added to the Government’s contribution to a Mandatory Provident Fund (MPF) Scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 10% of the total basic salary drawn during the contract period. (f) 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 selection interview. (g) 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 without being subject to any further shortlisting criteria.