

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

**Part-time Assistant Community Liaison Coordinator**

**(Salary: HK \$252 per hour)**

**Entry requirements:**

1. Candidates should:
  - (a) be retired Sergeants (SGTs) who have ceased work in the Hong Kong Police Force (including PRSC police 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) possess at least two years training experience in Hong Kong Police College; and
  - (c) possess good inter-personal and presentation skills with a pleasant and outgoing character and be able to work independently with high level of initiative.
  
2. Preference will be given to candidates who:
  - (a) possess knowledge in computer applications, e.g. Photoshop, Excel, PowerPoint and Chinese word processing and photo taking/ video capturing skills; and
  - (b) possess the following experiences or qualifications:
    - (i) attended Foot Drill Instructor Course; or
    - (ii) attended Mountain Craft Training or equivalent; or
    - (iii) awarded a Health and Fitness Instructor Certificate by the Physical Fitness Association of Hong Kong or equivalent; or
    - (iv) a valid Teacher Certificate in Life-saving; or
    - (v) a valid First Aid Certificate issued by a recognized First Aid Body in Hong Kong; or
    - (vi) a qualified Use of Force Instructor.

**Notes:** (a) Selected candidate will be required to work at a schedule arranged by the supervisor and the number of working hours is subject to the operational needs. There is no guarantee on the minimum number of hours of work in any given period; (b) Staff employed under Post-retirement Service Contract Scheme (PRSC) 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.

**Duties:**

A Part-time Assistant Community Liaison Coordinator is mainly deployed to:

1. assist in launching community engagement programmes and publicity activities of Police Cadet Team by SFT (deployment to be authorized by substantive CIP SUP SFT or above);
2. assist in publicity programmes of SFT; and
3. perform any other duties as directed by SP SUP SFT and CIP SUP SFT.

**Terms of Appointment:** Successful candidate will be appointed on non-civil service contract terms under the Post-retirement Service Contract Scheme for about 12 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 (PRSC) (Civilian Staff) Scheme**” when applying. Applicants should state clearly on the form and the envelope which position they are applying and affixed 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 one to three 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:** 40/F, AIA Tower, 183 Electric Road, North Point, Hong Kong (Attn: EO II HR&A HR&F)

- Application for the position of Part-time Assistant Community Liaison Coordinator (Enquiry Tel. No.: EO II HR&A HR&F: 3661 5117)

**Closing Date for Application:** 2025-03-21

**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) 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. (f) 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.