

**MARINE DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE
REGION**

Details of Vacancy under Post-retirement Service Contract (PRSC) Scheme

Executive Secretary (Salary: HK\$ 36,840 to HK\$ 42,620 per month) [See Note]

Entry Requirements: Candidates should have met the following requirements -

- (a) retired civil servant at the rank of Personal Secretary I or above who has ceased work in the Government for not more than three years at the time of close of application; or
- (b) retiring civil servant at the rank of Personal Secretary I or above who is on pre-retirement leave / final leave, or will proceed on pre-retirement leave / final leave within the next three months from the time of close of application.

Note: The salary to be offered will be determined by the Department after the selection process.

Duties: An **Executive Secretary** is mainly deployed to -

- (a) undertake reception and clerical duties, i.e. answering phone calls, taking messages, receiving visitors, filing, arranging meetings and making transportation arrangements;
- (b) prepare papers and brief folders for meetings and to maintain an up-to-date diary for the principal;
- (c) collate returns of papers, reply weekly returns and leave returns, etc.;
- (d) deal with duty visits related arrangements and subsistence allowance; and
- (e) perform miscellaneous duties as assigned by the principal

Terms of Appointment: Successful candidate will be appointed on PRSC terms for 12 months.

Fringe Benefits: A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. **Such gratuity, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will equal to 10% of the total basic salary drawn during the contract period.** In addition to 14 days' annual leave, rest days, statutory holidays, paternity leave and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance.

Under the policy on prevention of double benefits, a 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 MPF benefits). The appointee is therefore required to forgo his/her right to civil service pension benefits and all other civil service benefits during his/her final leave period of the civil service employment from the date of the appointment on PRSC terms to the end date of final leave period.

Closing Date for Application: 9 January 2025

Application: Please return the completed application form to the Marine Department by post (Address: Appointments Unit, Marine Department, 22/F, Harbour Building, 38 Pier Road, Hong Kong) on or before the closing date. Candidates who are selected for interview will normally receive an invitation (by email or by post) in about two to four weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Please ensure sufficient postage is affixed so as to avoid unsuccessful delivery of application. Mail items bearing insufficient postage will not be delivered to the Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate.

Marine Department
Application Form for Employment under
the Post-retirement Service Contract (PRSC) Scheme

Title of job applied for: Executive Secretary Candidate No.: (Official use only)

Personal Particulars

Name: _____ (English) _____ (Chinese)

Date of birth: _____ Hong Kong ID No.: _____

Address: _____

Contact phone no.: _____ E-mail address: _____

Substantive rank prior to retirement: _____

Last salary prior to retirement: _____ MPS/DPS Point

Dates of pre-retirement leave and retirement
(under Old and New Pension Scheme)/

Date of retirement (under Civil Service Provident Fund Scheme): _____

NCSC/PRSC appointment(s) taken up after retirement and the
contract period (if any): _____

Professional qualifications obtained after retirement and the date of issue:

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- I confirm that I fulfill the entry requirements as set out in the “Details of PRSC Position”.
- I hereby consent to the collection of my personal data and past employment records and to the transfer of such data and records between Marine Department and all relevant government bureaux/departments for the purpose of employment under the PRSC Scheme and its related matters.

Signature: _____ Date: _____

Note for retirees

- (i) *Your provision of all the information requested in this form is voluntary. The data collected in this form will be used for the purpose of employment under the PRSC Scheme and its related matters.*
- (ii) *The data that you have supplied may be passed to other government bureaux/departments who are required to handle/process personal data for the purpose of employment under the PRSC Scheme.*
- (iii) *You have a right under the Personal Data (Privacy) Ordinance to make a data access or correction request concerning your personal data.*