

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

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

**Part-time Senior Accounting Manager (Salary: HK\$485 to HK\$600 per hour) [See Note]**

**Entry Requirements:** Candidates should have met the following requirements -

- (a) retired civil servants at the civil service rank of Senior Accounting Officer (SAO) under the stream of finance and accounting, who have ceased work in the Government for not more than three years at the time of close of application; or
- (b) retiring civil servants at the civil service rank of Senior Accounting Officer (SAO) under the stream of finance and accounting, who are on pre-retirement leave/final leave, or will proceed on pre-retirement/final leave within three months from the date of close of application; or
- (c) retired civil servants at the civil service rank of Senior Accounting Officer (SAO) under the stream of finance and accounting, who have been taking up comparable Non-Civil Service Contract positions in the Government in the recent three years;
- (d) have at least seven years in Senior Accounting Officer (SAO) rank and experience in systems development, departmental accounting operations and related matters in his/her last post prior to retirement; and
- (e) have solid knowledge in system development, government accounting regulations for the drafting and updating of the accounting procedures, and preferable with working knowledge on departmental collections with a large number of fee items.

**Note:** An hourly salary of \$600 (i.e. comparable to MPS Pt. 40, mid-point of Senior Accounting Officer), or the hourly rate comparable to last pay point of the prospective PRSC staff in the civil service (if he/she did not attain MPS Pt. 40 prior to retirement) to the selected candidate. The salary to be offered will be determined by the Department after the selection process.

**Duties:** Job description of the Part-time Senior Accounting Manager -

- (a) to review / update / enhance new and existing internal controls and accounting procedures to ensure the compliance with relevant instructions and regulations, and provide guidance and advices to user sections in relations to the internal accounting control with reference to the findings of Treasury's departmental survey;
- (b) to prepare the draft user requirements from the Finance users perspectives for the redevelopment of DNRS; and
- (c) to perform any other duties as assigned by supervisors.

**Terms of Appointment:** Successful candidate will be appointed on PRSC terms with not more than 18 hours per week for 12 months.

**Closing Date for Application:** 25 November 2024

**Application:** Please return the completed application form to the Marine Department **by post** (Address: Appointments Unit, Marine Department, 21/F., Harbour Building, 38 Pier Road, Hong Kong) or **by email** (Email address: [hq\\_appointments\\_mdd@mardep.gov.hk](mailto:hq_appointments_mdd@mardep.gov.hk)) 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: 

Part-time Senior Accounting Manager
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 Candidate No.: 

(Official use only)
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**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.*