



Audit Commission
Auditor (Civil Service Vacancy)

Salary

Master Pay Scale Point 29 (HK\$65,875) to Master Pay Scale Point 44 (HK\$116,165) per month.

Entry Requirements

Candidates should:

- (a) (i) be Certified Public Accountants or Fellows of the Hong Kong Institute of Certified Public Accountants, or equivalent; or
- (ii) have an honours bachelor's degree from a university in Hong Kong, or equivalent, with at least two years' relevant post-graduate working experience; and
- (b) have a 'Pass' result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE); and
- (c) have met the language proficiency requirements of 'Level 2' results in the two language papers (Use of Chinese and Use of English) in the CRE, or equivalent; and
- (d) have a "Pass" result in the Basic Law and National Security Law Test (BLNST).

Note 1: Candidates who possess the qualifications under item (a)(ii) solely, if selected, will enter at two points below the minimum of the pay scale, i.e. Master Pay Scale Point 27 (\$60,065).

Note 2: The Audit Commission welcomes applications from candidates without accounting professional qualifications but with working experience in engineering, information technology, law, medical sciences, operational research or project evaluation.

Note 3: Candidates' results in the Aptitude Test (AT) paper of the Common Recruitment Examination (CRE) are classified as 'Pass' or 'Fail', while the results of the Use of Chinese (UC) and Use of English (UE) papers of 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 (b) and (c) of the post.

For civil service appointment purpose, 'Level 5' or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade 'C' or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to 'Level 2' result 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 in English Language of the General Certificate of Education (Advanced Level), are accepted as equivalent to 'Level 2' result in the UE paper of the CRE.

Applicants with 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' result in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

Note 4: All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

Recruitment Examination

Candidates who meet the entry requirements are required to sit for and pass in the written examination to be held in Hong Kong before they are considered for selection interviews. The results of the written examination will be used for considering candidates for the selection interviews. Where a large number of candidates pass the written examination, candidates who attain a higher score will be selected for interviews. Any request for review of results of the written examination should be made in writing and should reach the Personnel Registry of the Audit Commission (6th floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) within 7 calendar days from the date of notification as to whether an applicant is invited to attend the selection interview. Late requests will not be considered. Please note that a review of the results of the written examination may lead to upward, downward or no adjustment to the original marks.

As it takes time to process all applications, an invitation to the written examination does not imply that an applicant has met the entry requirements of the Auditor post.

Duties

An Auditor is mainly deployed on assisting Senior Auditors in conducting regularity audits of accounts of the Government and other audited bodies, conducting value for money audits of the economy, efficiency and effectiveness with which the Government and other audited bodies have discharged their functions, or providing technical administration and audit support services.

Terms of Appointment

A new recruit 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

Application Forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>).

[Note: The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.]

The completed application form, together with **copies of (i) certificates of academic/professional qualifications, (ii) transcripts, (iii) letters on results of CRE or results of equivalent examinations, and (iv) the curriculum vitae**, should be submitted by post or in person and reach the Personnel Registry, Audit Commission, 6th floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong **not later than 10 November 2023**. Online application can also be made through Civil Service Bureau's homepage (<https://www.csb.gov.hk>). Candidates who apply online should submit their **copies of (i) certificates of academic/professional qualifications, (ii) transcripts, (iii) letters on results of CRE or results of equivalent examinations, and (iv) the curriculum vitae** by post or in person to the enquiry address **not later than 17 November 2023**. The online application number should be quoted on the envelope and the copies of all supporting documents. Except the application form, please do not send any originals of the required documents. For candidates who choose to submit their applications / supporting documents in person, it is necessary for their applications / supporting documents to be delivered to the Audit Commission within the office hours, which are Monday to Friday (excluding public holidays) from 9:00 am to 6:00 pm.

For submission of the application and/or the supporting documents by post, please specify on the envelope 'Application for the post of Auditor'. Applicants should ensure that the address on the envelope is clear and correct, and sufficient postage has been paid before posting so as to avoid delayed or unsuccessful delivery. The Audit Commission would not collect underpaid mail items, and would not settle the surcharge payment for the applicants. Mail items bearing insufficient postage will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from not paying sufficient postage. The postmark date on the envelope will be regarded as the date of submission of application and/or supporting documents.

As invitations for the written examination and selection interview may be made through email, applicants should provide an accurate email address on the application forms and be responsible for checking their emails and ensuring that the provided email address can receive the invitations.

Applications not made in the prescribed form, or which are late, incomplete, submitted by fax or email, not duly signed, or without the required supporting documents and the curriculum vitae, will not be considered.

Candidates who are selected for the written examination will normally receive an invitation (by email or by post) within fourteen weeks after the closing date for application. Longer time may be required when a large number of applications are received or when there are other complications. Those who do not receive an invitation may assume that their applications are unsuccessful.

Address and Enquiry Telephone

Personnel Registry, Audit Commission, 6th floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong. For enquiry, please call 2867 3470 or 2867 3469.

Closing Date for Application: 10 November 2023

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) 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 Audit Commission 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 written examination and/or interview.
- (h) It is the Government's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements (including passing the written examination), he/she will be invited to attend the 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's 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 <https://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 submit copies of their official transcripts and certificates in person or by post to the enquiry address.
- (j) The vacancy information of the Auditor post contained in this advertisement is also available on the Internet homepages of the GovHK (<https://www.gov.hk/>) and the Audit Commission (<https://www.aud.gov.hk/>).
- (k) Towards the application deadline, the online system would likely be heavily loaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.