

## **Buildings Department**

### **Vacation Trainee (Building Surveying) (Allowance: HK\$11,200 per month)**

#### **Entry Requirements:**

Candidates should –

- (a) be full-time degree programme students studying in the field of Building Surveying offered by local / non-local accredited post-secondary institutions;
- (b) have completed their pre-final year of study (i.e. second year of study for students under 3-year university curriculum and third year of study for students under 4-year university curriculum); and
- (c) be able to speak fluent Cantonese and English.

#### **Duties:**

To assist building surveyors in:

- (a) checking proposals of general building, drainage, demolition plans, etc.;
- (b) carrying out site inspections, reporting upon matters of unauthorised building works and building defects/dilapidation, etc.; and
- (c) carrying out enforcement actions.

#### **Employment Period:**

July to August 2024 (eight weeks)

#### **Fringe Benefits:**

Rest days, statutory holidays, general holidays, paid leave, sickness days and sickness allowance are generally granted in accordance with the Employment Ordinance.

#### **General Notes:**

- (a) Vacation Trainees 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 post in the Civil Service.
- (b) Vacation Trainees must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (c) 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.
- (d) It is Government policy to place people with a disability in appropriate jobs wherever possible.
- (e) 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.

**How to Apply:**

Candidates should apply to the Buildings Department with a completed application form [VT01] which can be downloaded from the website of the Buildings Department (<https://www.bd.gov.hk>). The completed application form with copies of academic transcripts and certificates of the Hong Kong Diploma of Secondary Education Examination, the Hong Kong Certificate of Education Examination, the Hong Kong Advanced Level Examination or other public examinations (e.g. GCE, GCSE, IGCSE, IB, etc.) should be submitted to the Buildings Department (i) by e-submission (Candidates can submit the application form by clicking the “Submit” button on the top right corner of the first page of the application form) or (ii) by post to the enquiry address below (Please specify on the envelope “Application for Vacation Trainee (Building Surveying)”). Applications submitted by fax or e-mail will not be accepted.

Please ensure that sufficient postage is paid if the application is sent by post. Candidates will bear any consequences arising from not paying sufficient postage. Incomplete or late applications will not be considered. Candidates who are not notified by 28 June 2024 may assume their applications are unsuccessful.

**Closing Date:** 3 May 2024

**Enquiry Address:**

Appointments Registry, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

**Enquiry Telephone Number:** (852) 3842 3187, (852) 3842 3083