

Contract Motor Driver

(Salary \$14,700 - \$18,540 + 10% Year-end Incentive Payment)

Entry Requirements

- (i) holder of a valid driving licence for private car, light goods vehicle, private light bus and medium goods vehicle [**Vehicle Class Codes (1), (2), (4) and (18)**] issued by the Transport Department; **and**
 - (ii) able to communicate in Cantonese/Chinese and simple English; able to read simple Chinese and simple English; and able to write simple Chinese or simple English
- (Candidates are required to pass in a driving test and an interview for consideration of appointment)*

Main Responsibilities

- (i) drive various types of department vehicles and hired vehicles as instructed;
- (ii) keep vehicles clean and conduct daily routine inspection of vehicles;
- (iii) has to work in different sections depending on operational needs, and will be required to wear uniform and perform shift duty, and to work on Saturdays, Sundays and public holidays; the appointee will also be required to work irregular hours, and perform emergency, shift, on-call and overtime duties; and
- (iv) has to receive and deliver mails, parcels and other items, and to assist in performing other duties assigned by the office, such as the simple task of handling documents, lifting and handling office supplies and equipment, photocopying and general office duties.

Terms of Appointment

The appointment will be on Housing Authority regular terms of employment, with continuous employment being offered till an employee reaches the prevailing retirement age upon passing the probationary period. A competitive pay package, which is commensurate with the employee's qualification and experience, will be offered. On top of the base salary, the employee may receive a year-end incentive payment at 10% of the total base salary received upon satisfactory completion of every full year of service. An employee who has completed no less than six months of service by the end of the first calendar year of his/ her employment may also receive a year-end incentive payment calculated on a pro-rata basis. 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.

Closing Date for Application: 13 August 2021

How to Apply:

Application form [HD917 (Rev. 2015)] is obtainable from–

- (i) the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road;
- (ii) the Hong Kong Housing Authority website
(<https://www.housingauthority.gov.hk/tc/common/pdf/download/HD917-RE.pdf>), or
- (iii) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

Completed forms, together with **a copy of valid driving license**, must be submitted on or before the closing date for application **via one of the following means** –

By post – Please submit to the postal address below and specify “Application for the post of Contract Motor Driver” on the envelope. To avoid unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to the Hong Kong Housing Authority and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. The applicant will bear any consequences arising from not paying sufficient postage. The first postmark date on the envelope will be regarded as the date of submission of the application form and / or copies of supporting documents.

Online submission – Online application can also be made through the GovHK. Please download the application form in fillable PDF format in the Hong Kong Housing Authority website (<https://www.housingauthority.gov.hk/tc/common/pdf/download/HD917-RE.pdf>), and upload the completed form to GovHK (<https://eform.one.gov.hk/form/pdf/upload/>). Candidates who apply online should submit **a copy of valid driving license** to the postal address below on or before the closing date for application. Please specify “Application for the post of Motor Driver” on the envelope, and the reference code should be quoted on the envelope and the copies of supporting documents.

In person – You may also be submit your application form and supporting documents to the application drop-in box located at the reception counters at the atrium of the Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong.

Applications will be processed according to the qualifications attained and working experience obtained by the applicant by the closing date for application. Where a large number of candidates meet the specified entry requirements, the shortlisting criteria may be devised to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the driving test and / or interview.

Applications which are not made in the prescribed form, or incomplete, or not signed, or without the required supporting documents, or late, or submitted by email or fax will not be considered. As we may contact the applicants by the mailing address, email address or telephone number provided on the application form, please provide clear and correct contact information. Candidates who are invited for driving test will normally receive an invitation in about eight to ten weeks from the closing date for application. Those who are not invited for driving test or interview may assume that their applications are unsuccessful.

All information provided will be treated in strict confidence. Personal data collected will be used for appointment-related purpose only.

Postal Address and Enquiry Telephone:

Appointments Sub-section, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon

(Enquiries: Ms Shu at 2761 6566)