

**Recruitment of Post-retirement Service Contract Staff (PRSC)
Senior Training Support Officer (STSO)**

Department:	Civil Aid Service
Job Title:	Senior Training Support Officer (STSO)
Monthly Salary :	\$72,180 per month
Gratuity :	15% end-of-contract gratuity (MPF employer's contribution inclusive)
Entry Requirements:	<p>Candidates should be:</p> <ul style="list-style-type: none"> (i) Retirees or retiring officers in Civil Aid Service who have ceased work in the Department for not more than three years at the time of close of application with a substantive rank of Senior Operations and Training Officer or above; or (ii) Team Head or Senior Operations and Training Officer (Special Project) and performed duties of assisting in the management of Penny's Bay Community Isolation Facility or Kai Tak Community Isolation Facility continuously for more than 120 days. <p>Preference will be given to candidates who have (a) and/or (b) below -</p> <ul style="list-style-type: none"> (a) served as conveners of large-scale sports events/projects in government departments; and/or (b) diverse professional skills or experience, such as holding a certificate in computer programming, being a coach for sports/athletics/water activities or possessing proof of relevant experience, having experience in multimedia production, holding a drone operator certificate, or being an adventure instructor.
Duties and Responsibilities :	<p>The Senior Training Support Officer is responsible for the following tasks:</p> <ul style="list-style-type: none"> (a) Researching, formulating and supervising the recruitment and training of youth and individuals from diverse ethnic backgrounds to become cadets of the Civil Aid Service Cadet Corps; (b) Researching and developing youth training, activities, and community services. In addition, coordinating, supervising

	<p>and managing Training Support Assistant to perform relevant duties, including procurement and arrangement of necessary venues, resources, transportation, and manpower;</p> <ul style="list-style-type: none">(c) Developing and establishing the co-operation with government departments, non-governmental organizations, local schools, and business institutions to develop the Cadet Corps' programs and innovative services;(d) Developing and supervising the work of activity groups (such as unmanned aerial vehicles, virtual reality, multimedia creation, etc.) for large-scale activities and school visits;(e) Supervising administrative tasks related to youth training, activities, and community services and compiling reports;(f) Supervising administrative support for the day-to-day operations of the office;(g) Supporting emergency operations of the Civil Aid Service; and(h) Carrying out other duties as assigned by superiors, including working beyond normal office hours. <p>Working hours and location will depend on departmental operational needs. Successful candidates may be required to work irregular and extended hours, including evenings, weekends, Sundays, public holidays, and outdoor environments.</p>
Terms of Appointment :	<ul style="list-style-type: none">- Successful applicants will be employed on non-civil service contract terms under the Post-retirement Service Contract Scheme for a period of one year. Renewal of contract will be subject to the service need of CAS and the performance and conduct of the candidate.- Successful candidates will be required to join the Civil Aid Service as auxiliary members.
Fringe Benefits:	<ul style="list-style-type: none">- 14 days' annual leave and full pay sickness allowance whereas rest days, statutory holidays (or substituted holidays), maternity/paternity leave, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance.- An end-of-contract gratuity may be granted upon completion of the full contract period with satisfactory performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund ("MPF")

	<p>Scheme in respect of the candidates appointed, will equal 15% of the total basic salary drawn during the contract period.</p>
How to apply:	<ul style="list-style-type: none">- Interested applicants should email the completed Application Form to casappt@cas.gov.hk or fax to 2576 3021 on or before 30 May 2024. - Applications submitted in person or by post should reach the enquiry address on or before 30 May 2024. Please specify “Application for the post of Senior Training Support Officer” on the envelope. For applications submitted by post, the postmark date on the envelope will be regarded as the date of application. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Applications which are late, incomplete or submitted by fax/email may not be considered. -
Enquiry Address:	<ul style="list-style-type: none">- General Office, Room 402, Civil Aid Service Headquarters, 8 To Wah Road, Yau Ma Tei, Kowloon
Enquiry Telephone:	<ul style="list-style-type: none">- 3651 9413
Closing date (dd/mm/yyyy):	<ul style="list-style-type: none">- 30 May 2024 (23:59:59)

附件

致：民安處總參事
(經辦人：部門主任秘書)

地址：九龍油麻地渡華路八號
民眾安全服務隊總部
4樓總務室收
(可郵寄或親身遞交)

電郵地址：casappt@cas.gov.hk

傳真：2576 3021

電話：3651 9413

甲部：

民眾安全服務處退休後服務合約計劃
高級訓練支援主任職位申請表格

申請職位：	高級訓練支援主任 [Senior Training Support Officer (STSO)]
中文姓名：	
英文姓名：	
出生日期：	/ / (日/月/年)
香港身份證號碼：	
聯絡電話：	
電郵地址：	
退休前實任職級：	
退休日期：	
最早可上班日期：	
本人乎合以下其中一項申請條件*： <input type="checkbox"/> 退休時實任職級為民眾安全服務處(民安處)高級行動及訓練主任或以上，並在截止申請時停止在政府工作不超過三年；或 <input type="checkbox"/> 退休後曾獲聘任為隊長(Team Head)或高級行動及訓練主任(特別職務)[SOTO(SP)]，並履行協助管理竹篙灣社區隔離設施或啟德社區隔離設施職務連續超過 120 日。	
如曾擔任非公務員合約及/或退休後服務合約計劃之職位，請提供職位名稱、受僱模式、職責、受聘年期及受聘之政策局/部門名稱：	

*請在適當方格內填上「✓」號

曾出任政府部門大型體育活動/項目的召集人，及/或具有不同的專業技能或活動經驗(如持有電腦程式編寫證書、球類/運動/水上活動教練或相關經驗證明、多媒體製作經驗、無人機操作證書、歷奇教練等)將獲優先考慮。請列明相關經驗，技能及資格：

乙部：

本人同意政府可就進行與政府招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括，在提出聘任前，向本人的現行及/或前僱主索取一份僱主推薦書/工作表現評核報告；向有關當局/機構/醫護人員索取本人的體格檢查報告、醫事委員會報告或診療紀錄，及將有關資料送交其他當局/機構/醫護人員；以及向有關的政府部門/院校/機構查詢本人的學歷/語文/專業資格和索取有關紀錄，及將有關資料送交其他政府部門/當局/機構進行學歷評審）。本人謹此授權香港警務處處長或其代表把所有關於我的犯罪紀錄及詳情發放予有關政府部門/當局/機構。就我的職位申請，我也同意當有需要時，可套取我的指紋以核實我的犯罪紀錄。

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作，以及其他與僱用和人力資源管理有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。

本人明白及接受上述列明之所有條件。

申請人簽署： _____

日期： _____