

RECRUITMENT NOTICE
UNDER POST-RETIREMENT SERVICE CONTRACT SCHEME
HONG KONG POLICE FORCE

Police Youth Project Officer

(Salary: HK \$69,650 per month plus 10% end-of-contract gratuity)

Entry requirements:

Candidates should:

- (a) be retired Inspectors / Senior Inspectors of Police (IPs / SIPs) who have ceased work in the Hong Kong Police Force (including PRSC police staff, Further Employment and Final Extension) for not more than three years at the time of close of application or retiring IPs / SIPs on final leave;
- (b) possess good record of service and discipline;
- (c) have good command of written and spoken Chinese & English;
- (d) have attended Students' Instructor Course (SIC) and possess teaching experience on force-related training courses (had been previously attached to Recruit Training Division, Police College) and experience on running community engagement activities (had been previously attached to Public Relations Wing or Police Community Relations Office); and
- (e) Have genuine interest in youth development training initiatives and planning.

Notes: (a) Selected candidate will be required to work 44 hours per week including meal breaks subject to the arrangement of the supervisor; (b) Staff employed under Post-retirement Service Contract Scheme (PRSC) are subject to the same rules and regulations on conduct matters as applied to civil servants. Staff who have neglected or willfully refused to perform their duties or misconducted themselves in any manner are liable to disciplinary sanctions; and (c) The aggregate employment period of a retired/retiring civil servant under the PRSC Scheme should not exceed five years.

Duties:

A Police Youth Project Officer (PYPO) is mainly deployed to:

- 1. prepare relevant documents for the youth development training schedules and relevant logistic arrangements;
- 2. implement the training programme, conduct programme evaluation and review the syllabus and course materials regularly;
- 3. execute the programmes by means of lectures, demonstrations, tutorials, visits and practical exercises and enforce discipline of the trainees throughout the programme delivery;
- 4. maintain close liaison with the stakeholders (such as Police College, Force Units, Schools and the Non-Governmental Organizations) for arranging visits, practical exercises, physical training exercises and assessments and carry out all course administrative duties, including the preparation of training schedules, programme rundown and examination materials;
- 5. update and review the training materials regularly;
- 6. prepare and distribute the training materials and additional learning materials whenever necessary;
- 7. maintain all documentary records regarding the training;
- 8. ensure availability of training venues, aids and other guest speakers;
- 9. make all other necessary administrative arrangements for youth training;
- 10. assist PRJ&DEV to conduct procurement works for training materials & equipment; and
- 11. perform any other duties as assigned by senior officers.

Terms of Appointment: Successful candidate will be appointed on non-civil service contract terms under the PRSC (Civilian Staff) Scheme until End of February 2026.

How to Apply: Applicants are required to submit a duly completed and signed “**Application Form for Post-retirement Service Contract (Civilian Staff) Scheme in the Hong Kong Police Force**” and “**Declaration of Financial Obligations for the Application for Post-Retirement Service**”

Contract (PRSC) (Civilian Staff) Scheme” when applying. Applicants should state clearly on the form and the envelope the position that they are applying and affix sufficient postage before posting so as to avoid unsuccessful delivery of application. **Mail items bearing insufficient postage will NOT be delivered to us and will be handled by the Hong Kong Post in accordance with the Post Office Ordinance.** The postmark date on the envelope will be regarded as the date of application. Applications which are incomplete, or late, or not made in the prescribed form, or submitted by fax or email will NOT be considered. Candidates who are selected for interview will normally receive an invitation to the interview in about two to four weeks from the closing date of application. Those who are not invited for interview may assume that their applications are unsuccessful.

** Applicants may be required to provide supplementary information and documents (e.g. PAOCCRA or TransUnion Credit Report) at their own expense. Failure to provide the requested information and documents may have negative impact on their applications.*

Address and Enquiry Telephone: JPC@Pat Heung, 123, Fan Kam Road, Pat Heung, Yuen Long, New Territories (Attn: SIP PRJ&DEV 1 PR)

– [Application for the position of Police Youth Project Officer PRSC - Civilian] (Enquiry Tel. No.: 2606 1355) (SIP PRJ&DEV 1 PR)

Closing Date for Application: 16 May 2025

Suspension of Monthly Pension and Eligibility for Medical and Dental Benefits: The payment of the employee’s monthly pension / retirement allowance will be suspended under Hong Kong Pensions legislation during the period of employment, **unless and until the employee has reached the applicable normal or prescribed retirement age specified in the relevant pension legislation.** When the employee is not in receipt of a pension or an annual allowance during the period of suspension of monthly pension / retirement allowance, he / she and his / her family are not eligible for civil service medical and dental benefits during the period concerned.

No Double benefits rule: Under the policy on prevention of double benefits, civil servant **who is re-appointed to the Government during his / her final leave period** should not be allowed to receive two sets of fringe benefits for the overlapping period (except for the statutory compensation and statutory benefits such as Mandatory Provident Fund (MPF) benefits). The employee is required to forgo his / her right to civil service pension benefits / gratuity and all other civil service benefits during his / her final leave period of his / her civil service employment during the period concerned.

Where the retiring civil servants taking up PRSC positions are pensionable officers, if their PRSC employment carries any form of fringe benefits (except for statutory compensation and statutory benefits such as MPF benefits), the overlapping period between the PRSC employment and the final leave period should not be counted as pensionable service for computation of pension benefits upon retirement.

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) Post-retirement service vacancies 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 posts in the Civil Service. (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) An end-of-contract-gratuity may be granted upon satisfactory completion of full contract period with consistently high standard of performance and conduct. The amount of the gratuity payable will be the sum which, when added to the Government’s contribution to a MPF Scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 10% of the total basic salary drawn during the contract period. (f) Where a large number of candidates meet the specified entry requirements,

the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview. (g) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he / she will be invited to attend the selection interview without being subject to any further shortlisting criteria.