

**HONG KONG POLICE FORCE**  
**(Non-civil Service Vacancy)**

**Contract Assistant Police Research Officer**  
**(Monthly Salary: HK\$89,170)**

**Entry Requirements:**

Candidates should:

- (a) have had service at a minimum rank of Inspector of Police or equivalent;
- (b) have proficiency in the use of the Force's IT systems;
- (c) preferably have crime-related information research and analysis experience;
- (d) have good command of written and spoken Chinese and English; and
- (e) have good inter-personal skills, be diligent and detail-oriented and be able to work independently with high level of initiative.

**Duties:**

A Contract Assistant Police Research Officer is mainly deployed to:

- (a) perform research and assessment in relation to personnel checking;
- (b) assist in developing the capability in research and analysis; and
- (c) perform any other duties as directed by senior officers.

*(Note: May be required to work irregular hours)*

**Terms of Appointment:** Successful candidates will be appointed on a one-year non-civil service contract terms.

**Fringe Benefits:**

- (a) Rest days, statutory holidays or any of the three specified non-Sunday general holidays (or substituted holidays), annual leave, maternity/paternity leave, sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance.
- (b) 14 days of paid annual leave will be granted.
- (c) An end-of-contract gratuity may be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. The sum of such gratuity (if granted), and the Government's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), will be equal to 15% of the total basic salary drawn during the contract period.

**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>).

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.

Applicants should state clearly in their applications details of their academic qualifications and relevant working experience. Completed application forms, together with copies of (a)

certificates and transcripts in support of the academic qualifications; (b) supporting documents of working experience; and (c) supporting documents of level of proficiency in Chinese and English Languages, should reach the below contact address **on or before 30 March 2026**. Please specify the position being applied for on the envelope.

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.** The postmark date on the envelope will be regarded as the date of applications.

If applications are late or incomplete, or not made in the prescribed form, or submitted by fax or e-mail, or without copies of the relevant supporting documents, or if the relevant supporting documents are received after the above specified date or are insufficient, such applications will **NOT** be considered.

Candidates who are selected for interview will normally receive an invitation in about four to six weeks from the closing date for application. Longer time may be required under certain circumstances, e.g. when a large number of applications are received. Those who are not invited for interview may assume that their applications are unsuccessful.

**Address & Enquiry Telephone:** Appointments Unit, 35/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong (Tel.: 2860 3745).

**Closing Date for Application: 30 March 2026**

**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) Non-civil 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) 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.
- (f) 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 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 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 <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.