



2016 POPULATION BY-CENSUS

RECRUITMENT OF TEMPORARY FIELD WORKER POSITIONS

Positions:

- (1) Chief Enumerator (about 480 positions)
- (2) Checker (about 840 positions)
- (3) Enumerator (about 4 970 positions)
- (4) Centre Assistant (about 120 positions)

All of the above positions are non-civil service vacancies.

Entry Requirements:

Applicants should be permanent residents of and are lawfully employable in the Hong Kong Special Administrative Region. Applicants should possess a mature personality, be able to work independently, and fulfill the following criteria: -

(1) Chief Enumerator

- be in-service teachers of local primary or secondary schools; and
- have good knowledge of written Chinese and English and be fluent in Cantonese and English.

(2) Checker

- be non-final year students* of full-time accredited local degree programmes;
- attained level 2 or above in Chinese Language, English Language and Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or attained Level 2 / Grade E or above in Chinese Language, English Language and Mathematics in the Hong Kong Certificate of Education Examination (HKCEE); or equivalent; and
- have good knowledge of written Chinese and English and be fluent in Cantonese and English.

(3) Enumerator and (4) Centre Assistant

- be non-final year students* of full-time accredited local degree or sub-degree programmes;
- attained level 2 or above in Chinese Language, English Language and Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or attained Level 2 / Grade E or above in Chinese Language, English Language and Mathematics in the Hong Kong Certificate of Education Examination (HKCEE); or equivalent; and
- have good knowledge of written Chinese and English and be fluent in Cantonese and English.

* If the student applicants plan to continue study after the current academic year, they will be considered as non-final year students.

Priority will be given to applicants possessing fieldwork experience in the Pilot Survey for the 2016 Population By-census, the 2011 Population Census or household surveys conducted in the past 5 years by the Census and Statistics Department.

Main Duties:

(1) Chief Enumerator

- To train Checkers/Enumerators; and
- To head a division, supervise the progress and quality of the work of the division, and ensure proper completion of by-census fieldwork.

(2) Checker

- To edit, code and check accuracy of completed questionnaires;
- To support Enumerators to complete their enumeration work;
- To re-visit selected households to confirm accuracy of information collected by Enumerators; and
- To verify selected self-enumerated questionnaires through field visits.

(3) Enumerator

- To obtain statistical data through field visits or telephone interviews;
- To follow up on self-enumerated cases through telephone; and
- To handle telephone enquiries and appointment requests.

(4) Centre Assistant

- To provide IT support and operate computer systems; and
- To perform administrative and clerical duties and provide receipt and dispatch services.

Job Details:

Position	Employment Period	Vacancies	Normal Working Hours* (Monday to Sunday)	Number of Working Hours
Chief Enumerator	14.7.2016 – 2.8.2016 (20 days, incl. 2 rest days)	480	13:00 – 22:00 Required to work irregular hours	Daily: 9 Total: 162
Checker	15.7.2016 – 2.8.2016 (19 days, incl. 2 rest days)	840		Daily: 9 Total: 153
Enumerator	15.7.2016 – 2.8.2016 (19 days, incl. 2 rest days)	4 410		
	23.6.2016 – 18.7.2016 (26 days, incl. 3 rest days and 1 day of alternative holiday for duty on public holiday on 1.7.2016)	180	Required to work on shift: (i) 08:45 – 15:45 (ii) 15:45 – 22:45 First day: (i) 09:00 – 15:00 (ii) 16:00 – 22:00	Daily: 7 First day: 6 Total: 153
	8.7.2016 – 2.8.2016 (26 days, incl. 4 rest days)	190		
	16.7.2016 – 10.8.2016 (26 days, incl. 4 rest days)	190		
Centre Assistant	7.7.2016 – 2.8.2016 (27 days, incl. 4 rest days)	120	Required to work on shift: (i) 10:00 – 17:00 (ii) 11:30 – 18:30 (iii) 15:00 – 22:00	Daily: 7 Total: 161

* The normal working hours may be varied to meet operational requirements in some particular positions, working areas or circumstances.

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- (1) Chief Enumerator – HK\$21,143
- (2) Checker – HK\$12,319
- (3) Enumerator – HK\$10,253
- (4) Centre Assistant – HK\$9,016

Rest Days and Alternative Holiday

Rest days and an alternative holiday, if applicable, will be pre-arranged within the employment period, subject to the actual circumstances such as weather conditions and work arrangements.

Job Application:

The entire application period has 3 phases for different types of applicants, who can only submit their online job application during the respective application periods: -

Phase 1: In-service teachers of local primary or secondary schools

From 10:00 a.m. on 8 January 2016 to 6:00 p.m. on 21 January 2016

Phase 2: Non-final year students* of full-time accredited local sub-degree programmes

From 10:00 a.m. on 22 January 2016 to 6:00 p.m. on 4 February 2016 (extended to 6:00 p.m. on 25 February 2016)

Phase 3: Non-final year students* of full-time accredited local degree programmes

From 10:00 a.m. on 12 February 2016 to 6:00 p.m. on 25 February 2016

- * If the student applicants plan to continue study after the current academic year, they will be considered as non-final year students.

Applicants should submit their applications via the website of the Online Job Application System for the 2016 Population By-census (<https://jobs.bycensus2016.gov.hk>) within the designated application periods. All job applications will be time-stamped based on the system time of the submission. To ensure timely submission of online applications, applicants are strongly advised to complete their online application as early as possible in order to avoid any last-minute rush of applications which may overload the online system.

Selection and Training:

[For teacher applicants]

Shortlisted teacher applicants will be invited to attend a general training (12 hours). They are required to take a written test on by-census knowledge and operation at the end of the training. Applicants who have better class performance and written test results will be offered appointment. The appointed teachers must attend a refresher training (8 hours). The training schedule is tentatively arranged as follows: -

Position	General Training	Refresher Training
Chief Enumerator	13.3.2016 (Sunday) whole day for 8 hours and 14.3.2016 (Monday) evening for 4 hours	26.6.2016 (Sunday) whole day for 8 hours

On completion of the training sessions, teacher applicants will receive a training allowance at an hourly rate of HK\$41.

The appointed teachers are required to serve as examiners in conducting selection interviews for student applicants tentatively scheduled for 16 April 2016 and trainers in conducting a general training for the appointed students tentatively scheduled for 22 May 2016 (8 hours). Some are also required to conduct a refresher training for appointed students tentatively scheduled for 9 July 2016 (8 hours). The appointed teachers will be entitled to a teaching allowance at an hourly rate of HK\$176 after conducting the selection interviews and training sessions for the student applicants.

Teacher applicants are advised to seek permission for undertaking outside work from their serving schools or employers as required.

[For student applicants]

Selection interviews will be conducted separately for Checker/Enumerator positions and Centre Assistant positions. Based on the available vacancies and the order of preference on different positions indicated by the student applicants, shortlisted student applicants will be invited to attend either one of the two selection interviews, both tentatively scheduled for 16 April 2016.

The selection interviews will comprise an oral session and a 20-minute written test on by-census knowledge and operation. The written test will be in Chinese and multiple-choice format.

Student applicants who have better interview performance and higher scores in the written test will be offered appointment for one position for a specific employment period. Both the selection interview results and the indicated availability of the student applicants concerned will be taken

into consideration when filling the available vacancies of different employment periods.

Appointed students for the position of Checker or Enumerator are required to attend a general training (8 to 12 hours) and a refresher training (8 hours) on data collection/verification duties. The training schedule is tentatively arranged as follows: -

Position	Employment Period	General Training	Refresher Training
Checker	15.7.2016 – 2.8.2016	22.5.2016 (Sunday) and 29.5.2016 (Sunday)	2.7.2016 (Saturday)
Enumerator	15.7.2016 – 2.8.2016	22.5.2016 (Sunday)	9.7.2016 (Saturday)
	23.6.2016 – 18.7.2016		21.6.2016 (Tuesday)
	8.7.2016 – 2.8.2016		4.7.2016 (Monday)
	16.7.2016 – 10.8.2016		12.7.2016 (Tuesday)

On completion of the training sessions, appointed students will receive a training allowance at an hourly rate of HK\$41.

[For both teacher and student applicants]

Shortlisted applicants will normally receive a notification **by email** at least one week before the general training (for teacher applicants) or selection interview (for student applicants). Those who do not receive the notification may assume that their applications are unsuccessful.

During the training or by-census operation periods, the replacement of vacant positions arising from the withdrawal of individual Temporary Field Worker could be very difficult. **Applicants should ensure their availability during both periods.**

Selection interviews and training sessions may be postponed in case of severe weather or other special conditions. Applicants concerned will be notified as early as possible in case there is any change to the date/venue of interview or training.

The offer of appointment will be revoked if an applicant does not attend any of the required training sessions. Applicants should attend all training sessions in order to equip themselves with the required job knowledge and skills.

Communication with Shortlisted Applicants:

All shortlisted applicants will be provided with an activation key **by email** for accessing all relevant kinds of notification messages on an Online Notice Board throughout the recruitment process. When a new message has been posted, the related applicants will receive a notification email with hyperlink to the uploaded message on the Online Notice Board. Applicants should ensure that they provide an email address that they regularly use for their job applications.

Enquiries:

For access to or correction of personal data after submission of the application form or enquiries on recruitment matters, please contact us at 3547 1856 during office hours (8:45 a.m. to 6:00 p.m. from Monday to Friday, except public holidays) or send an email to 16bc_jobs@censtatd.gov.hk.

General Notes:

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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 the general training (for teacher applicants) or selection interview (for student applicants).
- (5) 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 general training (for teacher applicants) or selection interview (for student applicants) without being subject to any further shortlisting criteria.