



2021 年人口普查的測試性統計調查 - 臨時外勤工作人員職位招聘

職位：

- (1) 統計員 (約 160 個職位)
- (2) 統計員 (普查服務中心) (約 30 個職位)

以上職位均為非公務員職位空缺。

入職條件：

申請人必須為香港特別行政區永久性居民，並可在香港合法受聘。申請人應具備成熟的性格，能獨立工作，並符合以下條件：

- (1) 統計員及 (2) 統計員 (普查服務中心)
 - 為全日制經評審本地學位課程非畢業年的學生或全日制經評審本地副學位課程的學生；及
 - 能書寫暢順中文或英文和操流利粵語及英語。

申請人如具有「2016 年中期人口統計調查」或其他在過去 5 年內由政府統計處進行的住戶統計調查的外勤工作經驗，可獲優先考慮。

主要職責：

- (1) 統計員
 - 透過外勤搜集統計資料；及
 - 透過外勤跟進自填問卷個案。
- (2) 統計員 (普查服務中心)
 - 透過電話訪問搜集統計資料；
 - 透過外勤搜集統計資料 (如有需要)；
 - 透過電話跟進自填問卷個案；
 - 透過電話複查已完成個案；及
 - 處理電話查詢及訪問預約。



職位詳情及薪金：

職位	聘用日期	空缺	一般工作時間* (星期一至星期日)	工作時數
統計員	17.7.2020 – 4.8.2020 (19 日，包括 2 天休息日)	約 160	13:00–22:00	每日：9 首日：8 總數：152
統計員 (普查服務中心)	23.6.2020 – 10.8.2020 (49 日，包括共 9 天休息日及法定假日)	約 30	須輪班工作： (i) 08:45–15:45 (ii) 15:30 – 22:30	每日：7 總數：280

*因應某些職位、工作地區或情況的工作需要，一般工作時間或會稍作更改。

薪金

- (1) 統計員 – 港幣 11,174 元
- (2) 統計員 (普查服務中心) – 港幣 18,760 元

休息日及另定假日

受聘人將在聘用日期內按實際情況 (如天氣狀況及工作安排)，獲預早安排休息日及另定假日 (如適用)。

職位申請：

職位申請期：由 2020 年 3 月 6 日上午 10 時正至 2020 年 3 月 26 日下午 6 時正

申請人須於指定申請期內，登入「2021年人口普查的測試性統計調查網上職位申請系統」網站(<https://jobs.census2021.gov.hk>)遞交申請。所有申請將以遞交時的系統時間為準。逾期遞交或未填妥的申請表均不會獲接納。為確保能在限期前遞交網上申請，申請人應盡早完成網上申請手續，以免臨近截止日期時，網上系統因需要處理大量申請而不勝負荷。



網上電子習作及培訓：

初步入選的申請人將被邀請於「網上告示板」完成網上電子習作，而於網上電子習作獲得較高分數的申請人將會被邀請出席基本培訓課程。申請人出席基本培訓課程時必須攜帶學生證作審查之用。另外，申請人需要在基本培訓課程完結前作答筆試。

培訓課程有較佳表現及筆試成績較佳的申請人將獲聘任其中一個職位。

受聘為統計員或統計員（普查服務中心）的申請人必須出席基本培訓課程（8 小時）及複修課程（8 小時），以獲授搜集或檢核資料的相關知識。培訓日期暫定如下：

工作人員職位	聘用日期	基本培訓課程	複修課程
統計員	17.7.2020 - 4.8.2020	6.6.2020（星期六）	16.7.2020（星期四）
統計員（普查服務中心）	23.6.2020 - 10.8.2020	6.6.2020（星期六）	22.6.2020（星期一）

完成培訓課程的受聘申請人會獲發培訓津貼，金額為每小時港幣 46 元。

初步入選的申請人，一般會在基本培訓課程舉行前一星期接獲**電郵通知**。申請人如未接獲通知，可視作落選論。

由於安排人手填補因個別臨時外勤工作人員退出而出現的空缺相當困難，故**申請人在遞交職位申請前應先確保能夠出席所有培訓課程及能於整個聘任期工作**。

培訓課程可能會因惡劣天氣或其他特別情況等因素所影響而延期舉行。培訓課程的舉行日期及地點等如有更改，政府統計處將會盡早通知相關的申請人。

申請人須出席所有培訓課程，以獲取工作所需的全部知識及技巧。

與初步入選申請人聯絡：

初步入選的申請人將會獲**電郵通知**一個啟動帳戶代碼，以便於整個招聘程序期間登入「網上告示板」，接收所有相關的訊息。當有新訊息發出時，有關的申請人將會收到一個內附「網上告示板」連結的電郵通知。申請人應確保在職位申請表上提供一個常用的電郵地址。

查詢：

如欲查閱或更改已遞交的個人資料，或查詢與招聘有關的事宜，請於辦公時間內（星期一至五上午 8 時 45 分至下午 6 時，公眾假期除外）致電 3428 2516 或電郵至 21c_pilot_jobs@censtatd.gov.hk 與政府統計處職員聯絡。



附註：

(1) 作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請本欄內的職位。

(2) 非公務員職位並不是公務員編制內的職位。應徵者如獲聘用，將不會按公務員聘用條款和服務條件聘用。獲聘的應徵者並非公務員，並不會享有獲調派、晉升或轉職至公務員職位的資格。

(3) 聘用條款及服務條件應以獲聘時之規定為準。

(4) 如果符合訂明入職條件的應徵者人數眾多，招聘部門可以訂立篩選準則，甄選條件較佳的應徵者，以便進一步處理。在此情況下，只有獲篩選的應徵者會獲邀參加基本培訓課程。

(5) 政府的政策是盡可能安排殘疾人士擔任適合的職位。殘疾人士申請職位，如其符合入職條件，毋須再經篩選，便會獲邀參加基本培訓課程。



Census and Statistics Department

The Government of the Hong Kong Special Administrative Region

The Pilot Survey for the 2021 Population Census – Recruitment of Temporary Field Workers Positions

Positions:

- (1) Enumerator (about 160 positions)
- (2) Enumerator (Census Service Centre) (about 30 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) Enumerator and (2) Enumerator (Census Service Centre)
 - non-final year students of local full-time accredited degree programmes; or students of local full-time accredited sub-degree programmes; and
 - have good knowledge of written Chinese or English and be fluent in Cantonese and English.

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

Main Duties:

- (1) Enumerator
 - To obtain census data through field visits; and
 - To follow up on self-enumerated cases through field visits.
- (2) Enumerator (Census Service Centre)
 - To obtain statistical data through telephone interviews;
 - To obtain census data through field visits (if required);
 - To follow up on self-enumerated cases through telephone;
 - To conduct verification check on completed cases through telephone; and
 - To handle telephone enquiries and appointment requests.

Job Details and Honoraria:

Position	Employment Period	Vacancies	Normal Working Hours* (Monday to Sunday)	Number of Working Hours
Enumerator	17.7.2020 - 4.8.2020 (19 days, incl. 2 rest days)	160	13:00 - 22:00	Daily: 9 First day: 8 Total : 152



Census and Statistics Department
The Government of the Hong Kong Special Administrative Region

Enumerator (Census Service Centre)	23.6.2020 - 10.8.2020 (49 days, incl. 9 rest days and statutory holiday)	30	Required to work on shift (i) 08:45 - 15:45 (ii) 15:30 - 22:30	Daily: 7 Total : 280
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* The normal working hours may be varied to meet operational requirements in some particular positions, working areas or circumstances.

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- (1) Enumerator – HK\$11,174
- (2) Enumerator (Census Service Centre) – HK\$18,760

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 is from 10:00 a.m. on 6 March 2020 to 6:00 p.m. on 26 March 2020.

Applicants should submit their applications via the website of the Online Job Application System for the Pilot Survey for the 2021 Population Census (<https://jobs.census2021.gov.hk>) within the designated application periods. All job applications will be time-stamped based on the system time of the submission. Late or incomplete applications will not be accepted. 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.

Online E-exercise and Training:

Shortlisted applicants will be invited to register on the Online Notice Board (ONB) and complete online e-exercises. Applicants with higher average scores on the online e-exercises will be shortlisted to attend the general training. Applicants are required to bring their student ID card to the training session for vetting. At the end of the training session, all applicants will be given a training test.

Applicants who have better performance during the training session and higher scores in the training test will be offered appointment for one of the positions.

Shortlisted applicants for the position of Enumerator or Enumerator (Census Service Centre) are required to attend a general training (8 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
Enumerator	17.7.2020 – 4.8.2020	6.6.2020 (Saturday)	16.7.2020 (Thursday)
Enumerator (Census Service Centre)	23.6.2020 - 10.8.2020	6.6.2020 (Saturday)	22.6.2020 (Monday)



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On completion of the training sessions, appointed students will receive a training allowance at an hourly rate of HK\$46.

Shortlisted applicants will normally receive a notification **by email** at least one week before the general training. Those who do not receive the notification may assume that their applications are unsuccessful.

The replacement of vacant positions arising from the withdrawal of individual Temporary Field Workers could be very difficult. **Applicants should ensure their availability during both the training and the survey operational periods.**

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 training.

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 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 3428 2516 during office hours (8:45 a.m. to 6:00 p.m. from Monday to Friday, except public holidays) or send an email to 21c_pilot_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.

(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 without being subject to any further shortlisting criteria.