

**DIGITAL POLICY OFFICE**  
**(Civil Service Vacancies)**

**Computer Operator II**

**Salary:** Master Pay Scale Point 6 (\$20,770) to Master Pay Scale Point 15 (\$35,080) per month  
[*Note 1*]

**Entry Requirements:**

Candidates should have –

- (a) (i) Level 2 or equivalent [*Note 2*] or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) [*Note 3*], or equivalent; or
- (ii) Level 2 [*Note 4*] / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) [*Note 3*], or equivalent;
- (b) one year's relevant experience in –
  - (i) the control and operation of a computer system or computer application; or
  - (ii) the provision of support services to terminal network users;
- (c) met the language proficiency requirements of Level 2 [*Note 4*] or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; and
- (d) a pass result in the Basic Law and National Security Law Test [*Note 5*].

**Duties:**

A Computer Operator II is mainly deployed on –

- (a) operating and monitoring computer equipment, network and data centre / server room facilities;
- (b) providing user information technology (IT) support, helpdesk services, and assisting in incident management;
- (c) assisting in management of computer job processing, system and security monitoring of IT services;
- (d) assisting in procurement of IT equipment and services, contract administration, site preparation work, and management of IT assets and external suppliers; and
- (e) assisting in maintenance of records and documentation, and compilation of management statistics and reports.

Computer Operators are required to perform **shift duties** (including **overnight shift**) and may be required to work on Sundays and public holidays and posted to work in the Digital Policy Office or various bureaux / departments.

**Terms of Appointment:**

A new appointee will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he / she may be considered for appointment on the prevailing permanent terms.

**How to Apply:**

**[Accept on-line application and on-line submission of supporting documents ONLY]**

Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<https://www.csb.gov.hk>) **on or before 26 June 2026 (Friday) at 6:00 p.m. Hong Kong Time.** Applications which are incomplete or submitted in person, by post, by fax or by e-mail will **NOT** be accepted.

In addition, applicants must also submit online the following documents **on or before 3 July 2026 (Friday) at 6:00 p.m. Hong Kong Time** through the GovHK's website (<https://eform.cefs.gov.hk/form/dpo006/>) –

- (a) a resume listing their hands-on experience on computer system/application or network support services as required in Item (b) of the “Entry Requirements”; and
- (b) copies of documentary proof of the relevant working experience.

If the required supporting documents are not submitted, or are insufficient, or submitted in person, by post, by fax or by e-mail, such applications will **NOT** be considered.

Applicants who are selected for interview will normally receive an invitation in about 10 to 14 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. An invitation to the interview does not imply that the applicant's qualifications meet the entry requirements of the post he / she has applied for. Applicants should note that the selection interviews will be conducted in Hong Kong only.

**Notes:**

- (1) *The information on the monthly salary and maximum pay point is for reference only and may be subject to changes.*
- (2) *For civil service appointment purpose, “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.*
- (3) *The subjects may include Chinese Language and English Language.*
- (4) *For civil service appointment purpose, “Grade E” in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to “Level 2” in Chinese Language and English Language in the 2007 HKCEE and henceforth.*

- (5) *All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the Basic Law and National Security Law Test is an entry requirement for all civil service jobs. Only those candidates who have passed the Basic Law and National Security Law Test will be considered for appointment. For candidates who have not taken the relevant Basic Law and National Security Law Test or have not attained a pass result in the relevant Basic Law and National Security Law Test at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant Basic Law and National Security Law Test during the recruitment process.*

**Enquiries:**

For enquiries, please contact the Appointments Section of the Digital Policy Office at 3847 7387 or e-mail to “[appts@digitalpolicy.gov.hk](mailto:appts@digitalpolicy.gov.hk)”.

**Closing Date for Application:** 26 June 2026 6:00 p.m. Hong Kong Time

**Newspaper(s) Advertised (with dates):**

Sing Tao Daily (5, 12 and 19 June 2026)

South China Morning Post (6, 13 and 20 June 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 requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (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) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (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 the selection interviews.
- (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 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 ([www.csb.gov.hk](http://www.csb.gov.hk)) under "Administration of the Civil Service – Appointments".
- (h) Holders of academic / language qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. To facilitate assessment / verification of academic / language qualifications attained, applicants who are selected for interviews will be requested to submit copies of transcripts / certificates in support of their academic / language qualifications at the time of interviews. Copies of supporting documents for academic / language qualifications are not required at this stage of application.
- (i) Towards the application/submission deadline, the on-line system would likely be heavily loaded due to large volume of applications/submissions, and it may render applicants unable to complete their on-line applications/submissions in time. Applicants should submit their applications/documents as early as possible.