

**Vacancy for**  
**Supplies Assistant (Commission Against Corruption)**  
**(Ref: RE 2025/06)**

The Independent Commission Against Corruption (“ICAC”) is looking for suitable candidate to fill the vacancy of Supplies Assistant (Commission Against Corruption).

**Salary:**

Master Pay Scale Point 1 (\$15,180 per month) to Master Pay Scale Point 10 (\$26,590 per month).

**Entry Requirements:**

Candidates should have –

- (a) completed Secondary 4, or equivalent;
- (b) attained a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard [*Note (1) to Note (3)*]; and
- (c) a pass result in the Basic Law and National Security Law Test (“BLNST”).

**Notes:**

- (1) *For the purpose of appointment to this post, a pass result or above in Chinese Language / English Language in the final examination of Secondary 4 or any one of the examinations of Secondary 5 or above is accepted administratively as meeting the Chinese / English language proficiency requirement at Secondary 4 level respectively. Results at a level higher than Secondary 4, including Level 2 or above in Chinese Language / English Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE); or Grade D or above in Chinese Language / English Language in IGCSE/GCSE/GCE O Level; or a full Project Yi Jin Certificate / Yi Jin Diploma / Diploma Yi Jin / Foundation Diploma / Diploma of Foundation Studies are also accepted for the existing purpose.*
- (2) *Applicants holding examination results / qualifications at higher standard than those in Note (1) above, such as results in the Use of Chinese paper / Use of English paper in the Common Recruitment Examination conducted by the Civil Service Bureau (“CSB”) and the Academic Module of International English Language Testing System (IELTS), and non-local qualifications will also be considered subject to their meeting the language proficiency requirements upon individual assessment.*
- (3) *To expedite the assessment on candidates’ language proficiency, when applying through the [ICAC’s Electronic Recruitment System](#), candidates should provide in “Part 3 – Detailed Information for Application the results” the results in Chinese Language and English Language obtained in local / non-local public examinations in “Academic Attainment - Public Examination Results” and provide the results in Chinese Language and English Language obtained in the examinations of Secondary 4 or above in “Education”, wherever applicable.*

## **Basic Law and National Security Law Test:**

A pass result in the BLNST is an entry requirement for all ICAC jobs. Only those candidates who have passed the BLNST will be considered for appointment.

For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

For those who are holders of degree or will have attained a degree (not including Associate Degree) in the academic year of 2025-26 or 2026-27, they may choose to take the Digitalised BLNST organised by the CSB and provide proof on the attainment of a pass result before the selection interview for meeting the entry requirement. Please refer to the CSB's [Digitalised BLNST](#) webpage for further details.

## **Duties:**

Supplies Assistant (Commission Against Corruption) is mainly deployed to –

- (a) inspect and stock take all goods received under the Supplies Office's charge;
- (b) arrange issue of stores and stationery;
- (c) monitor stock levels and consumption of stores;
- (d) maintain and update the Stores Ledger;
- (e) maintain cleanliness and security of stores;
- (f) carry out periodical stock checks; and
- (g) perform other duties as assigned by supervising officers.

Successful candidate is required to use computer as a tool in the discharge of duties, including word and data processing software; and may be required to work irregular hours, shifts and overtime.

## **Terms of Appointment:**

Appointment will normally be on 2½ years' agreement terms, including a probationary period for the initial 24 months. Subject to the appointee's consistently high standard of performance and conduct, an end-of-contract gratuity may be granted and the agreement may be renewed. The amount of gratuity payable will be the sum which, when added to the ICAC's contribution to a Mandatory Provident Fund ("MPF") Scheme for the appointee as required by the MPF Schemes Ordinance (Cap. 485), equals to 25% of the total basic salary of the substantive office drawn during the period of agreement.

**Enquiry Tel. No.:** 2826 3128 / 2899 3754

**Closing Date for Application:** 17 October 2025

## **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 ICAC 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) 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.
- (d) The information on the monthly salary and maximum pay point is for reference only and may be subject to changes.
- (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 ICAC 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 interview.
- (g) An invitation to the selection interview does not imply that a candidate has met the entry requirements of the post.
- (h) It is the Government's 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 by the ICAC 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's 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 CSB's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (i) Holders of academic 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. At this stage of application, all applicants are not required to attach any originals/copies of diplomas/certificates, transcripts or other qualification documents issued by the academic institutions.
- (j) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

## **How To Apply:**

Applications should be made online **on or before 17 October 2025** through the [ICAC's Electronic Recruitment System](#) (“the System”). Applications which are incomplete or **not submitted through the System will not be considered**. Applicants are responsible for verifying their applications and will bear any consequences arising from any inaccuracies or discrepancies therein.

Candidates who are selected for the interview will normally receive an invitation in about six to eight weeks from the closing date for application **by email**. Applicants should provide a valid email address in the application form. To avoid missing any invitation or notification, candidates are responsible for (i) ensuring that the settings of their email accounts do not block emails from the ICAC; and (ii) checking each incoming mailbox (including the spam folder) regularly. Those who do not receive any invitation may assume that their applications are unsuccessful.

**Information provided will be treated in the strictest confidence.**