

## BASIC QUALIFICATIONS OF COMMON POSTS

(as at July 2022)

*(Please note that the information below is provided for Non-governmental Organisations' reference only with details subject to changes from time to time.)*

Post	Pay Scale	Qualifications
1. Social Work Officer	MPS Pt 34 - 39	<p>Candidate should-</p> <ul style="list-style-type: none"><li>(i) have registered as a registered social worker (category 1) under the Social Workers Registration Ordinance (Cap. 505);</li><li>(ii) have EITHER-<ul style="list-style-type: none"><li>(a) a bachelor's degree majoring in social work from a Hong Kong university, or equivalent; or</li><li>(b) a bachelor's degree from a Hong Kong university (other than (a) above, or equivalent, and have successfully completed an approved post-graduate programme in social work, or equivalent, from an approved institution; or</li><li>(c) a bachelor's degree from a Hong Kong university (other than (a) above), or equivalent, and a recognised master's degree in social work, or equivalent, from an approved institution;</li></ul></li><li>(iii) have at least 5 years' relevant post qualifications experience;</li><li>(iv) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li><li>(v) be able to speak fluent Cantonese and English.</li></ul>

Post	Pay Scale	Qualifications
2. Assistant Social Work Officer	MPS Pt 16 - 33 (omitted points at 20, 24 and 30)	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have registered as a registered social worker (category 1) under the Social Workers Registration Ordinance (Cap. 505);</li> <li>(ii) have EITHER- <ul style="list-style-type: none"> <li>(a) a bachelor's degree majoring in social work from a Hong Kong university , or equivalent; or</li> <li>(b) a bachelor's degree from a Hong Kong university (other than (a) above), or equivalent, and have successfully completed an approved post-graduate programme in social work, or equivalent, from an approved institution; or</li> <li>(c) a bachelor's degree from a Hong Kong university (other than (a) above), or equivalent, and a recognised master's degree in social work, or equivalent, from an approved institution;</li> </ul> </li> <li>(iii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(iv) be able to speak fluent Cantonese and English.</li> </ul>

Post	Pay Scale	Qualifications
3. Chief Social Work Assistant	MPS Pt 30 - 33	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have registered as a registered social worker (category 1) under the Social Workers Registration Ordinance (Cap. 505);</li> <li>(ii) have a recognised social work diploma or certificate in social work;</li> <li>(iii) have at least 5 years' experience at the Senior Social Work Assistant rank;</li> <li>(iv) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(v) be able to speak fluent Cantonese.</li> </ul>
4. Senior Social Work Assistant	MPS Pt 23 - 29	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have registered as a registered social worker (category 1) under the Social Workers Registration Ordinance (Cap. 505);</li> <li>(ii) have a recognised social work diploma or certificate in social work;</li> <li>(iii) have at least 5 years' relevant experience in the social work field;</li> <li>(iv) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(v) be able to speak fluent Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
5. Social Work Assistant	MPS Pt 9 - 22 (omitted point at 13)	Candidate should- <ul style="list-style-type: none"> <li>(i) have registered as a social worker (category 1) under the Social Workers Registration Ordinance (Cap. 505);</li> <li>(ii) have EITHER- <ul style="list-style-type: none"> <li>(a) a Diploma in Social Work from a Hong Kong polytechnic / polytechnic university, or equivalent; or</li> <li>(b) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or</li> <li>(c) a Diploma in Social Work from a registered post-secondary college issued after the date of its registration, or equivalent;</li> </ul> </li> <li>(iii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent*; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>
6. Senior Welfare Worker	MPS Pt 18 - 23	Candidate should- <ul style="list-style-type: none"> <li>(i) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent*; and</li> <li>(ii) have at least 5 years' relevant experience in the social welfare field; and</li> <li>(iii) be able to speak fluent Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
7. Welfare Worker	MPS Pt 7 - 17	Candidate should- <ul style="list-style-type: none"> <li>(i) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent*; and</li> <li>(ii) be able to speak fluent Cantonese; and</li> <li>(iii) be mature, with good communication and interpersonal skills.</li> </ul>
8. Executive Officer II	MPS Pt 15 - 27 (omitted point at 19)	Candidate should- <ul style="list-style-type: none"> <li>(i) have a bachelor's degree from a Hong Kong university, or equivalent; and</li> <li>(ii) have good command of both Chinese and English. In particular, Grade D or above in Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Education Examination, or equivalent*, is required.</li> </ul>
9. Assistant Clerical Officer	MPS Pt 3 - 15	Candidate should- <ul style="list-style-type: none"> <li>(i) have (a) Level 2 or equivalent or above in five subjects including Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (b) Level 2 / Grade E or above in five subjects including Mathematics in the Hong Kong Certificate of Education Examination(HKCEE), or equivalent*;</li> <li>(ii) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; and</li> <li>(iii) Chinese word processing speed of 20 words per minute and English word processing speed of 30 words per minute and knowledge in the application of common business software.</li> </ul>

Post	Pay Scale	Qualifications
10. Clerical Assistant	MPS Pt 1 -10	Candidate should- <ul style="list-style-type: none"> <li>(i) have completed Form 4 with subjects studied including Mathematics, or equivalent* ;</li> <li>(ii) Chinese word processing speed of 20 words per minute and English word processing speed 30 words per minute, and knowledge in the application of common business software; and</li> <li>(iii) attained a level of proficiency in Chinese Language and English Language equivalent to From 4 level.</li> </ul>
11. Office Assistant	MPS Pt 1 - 6	Candidate should- <ul style="list-style-type: none"> <li>(i) have completed Form 3, or equivalent; and</li> <li>(ii) be able to write Chinese, and speak and write English at a standard equivalent to Form 3.</li> </ul>
12. Typist	MPS Pt 2 - 10	Candidate should : <ul style="list-style-type: none"> <li>(i) have completed Form 4, or equivalent; and</li> <li>(ii) have a typing speed of 40 words per minute.</li> </ul>
13. Accounting Officer II	MPS Pt 14 - 27 (omitted point at 18)	Candidate should- <ul style="list-style-type: none"> <li>(a) have a bachelor’s degree in Accountancy from a Hong Kong university, or equivalent; or</li> <li>(b) be a registered student of the Hong Kong Institute of Certified Public Accountants’ Qualification Programme (QP) and have completed the Associate Level of QP, or equivalent;</li> <li>(ii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(iii) be able to speak fluent Cantonese and English.</li> </ul>

Post	Pay Scale	Qualifications
14. Clinical Psychologist	MPS Pt 27 - 44 (omitted points at 29, 33 and 37)	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have a Master Degree in Clinical Psychology from a Hong Kong university, or equivalent;</li> <li>(ii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent<sup>*</sup>; and</li> <li>(iii) be able to speak fluent Cantonese and English.</li> </ul>
15. Speech Therapist	MPS Pt 16 - 33	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have a bachelor's degree in Speech and Hearing Sciences from a Hong Kong university, or equivalent;</li> <li>(ii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent<sup>*</sup>; and</li> <li>(iii) be able to speak fluent English and Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
16. Senior Occupational Therapist	MPS Pt 34 - 39	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have been registered in Hong Kong in Part I of the Register of Occupational Therapists under the Supplementary Medical Professions Ordinance (Cap. 359);</li> <li>(ii) have a valid Practising Certificate issued by the Occupational Therapists Board of Hong Kong;</li> <li>(iii) have a minimum of 5 years' experience in the rank of Occupational Therapist I, or equivalent, preferably with some years of working experience in the welfare sector;</li> <li>(iv) have good supervisory and management skill;</li> <li>(v) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(vi) be able to speak fluent Cantonese.</li> </ul>
17. Occupational Therapist I	MPS Pt 25 – 33A	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have been registered in Hong Kong in Part I of the Register of Occupational Therapists under the Supplementary Medical Professions Ordinance (Cap. 359);</li> <li>(ii) have a valid Practising Certificate issued by the Occupational Therapists Board of Hong Kong;</li> <li>(iii) have at least 3 years of relevant post-qualification experience;</li> <li>(iv) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(v) be able to speak fluent Cantonese.</li> </ul>



Post	Pay Scale	Qualifications
18. Occupational Therapist II	MPS Pt 14 - 24 (omitted point at 16)	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have registered in Hong Kong in Part I or Part II of the Register of Occupational Therapist under the Supplementary Medical Professions Ordinance (Cap. 359);</li> <li>(ii) have a valid Practising Certificate issued by the Occupational Therapists Board, Hong Kong;</li> <li>(iii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent<sup>*</sup>; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>
19. Occupational Therapy Assistant	MPS Pt 7 - 15	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have completed an apprenticeship or a course of study in an appropriate trade, or be able to furnish evidence that they have had at least 5 years' experience in an appropriate trade, together with any other skills in activities which may be applied as treatment media;</li> <li>(ii) preferably have teaching experience in the appropriate field;</li> <li>(iii) have attained a level of proficiency in Chinese Language and English Language equivalent to Form 3 level; and</li> <li>(iv) be able to speak English and fluent Cantonese and can read and write Chinese and simple English.</li> </ul>

Post	Pay Scale	Qualifications
20. Senior Physiotherapist	MPS Pt 34 - 39	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have been registered in Hong Kong in Part Ia of the Register of Physiotherapists under the Supplementary Medical Professions Ordinance, (Cap. 359);</li> <li>(ii) have a valid Practising Certificate issued by the Physiotherapists Board, Hong Kong;</li> <li>(iii) have a minimum of 5 years' experience as Physiotherapist I, preferably with some years of working experience in the welfare sector;</li> <li>(iv) have good supervisory and management skill;</li> <li>(v) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent<sup>*</sup>; and</li> <li>(vi) be able to speak fluent Cantonese.</li> </ul>
21. Physiotherapist I	MPS Pt 25 – 33A (omitted point at 30)	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have been registered in Hong Kong in Part Ia of the Register of Physiotherapists under the Supplementary Medical Professions Ordinance, (Cap. 359);</li> <li>(ii) have a valid Practising Certificate issued by the Physiotherapists Board of Hong Kong;</li> <li>(iii) have at least 3 years of relevant post-qualification experience;</li> <li>(iv) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent<sup>*</sup>; and</li> <li>(v) be able to speak fluent Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
22. Physiotherapist II	MPS Pt 14 - 24	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have a degree in Physiotherapy from a local university, or equivalent;</li> <li>(ii) have a Certificate of Registration (Part Ia or Ib) and a valid Practising Certificate issued by the Physiotherapists Board, Hong Kong;</li> <li>(iii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>
23. Registered Nurse	MPS Pt 15 - 25 (omitted points at 17 and 21)	<p>Candidate should-</p> <ul style="list-style-type: none"> <li>(i) have a Certificate of Registration (Part I) issued by the Nursing Council of Hong Kong, or equivalent;</li> <li>(ii) have a valid Practising Certificate issued by the Nursing Council of Hong Kong;</li> <li>(iii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent* ; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
24. Registered Nurse (Psychiatric)	MPS Pt 17 - 26 (omitted points at 19 and 23)	Candidate should- <ul style="list-style-type: none"> <li>(i) have a Certificate of Registration (Part II) issued by the Nursing Council of Hong Kong, or equivalent;</li> <li>(ii) have a valid Practising Certificate issued by the Nursing Council of Hong Kong;</li> <li>(iii) have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent*; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>
25. Enrolled Nurse	MPS Pt 7 - 21 (omitted points at 11 and 15)	Candidate should- <ul style="list-style-type: none"> <li>(i) have a Certificate of Enrolment (Part I) issued by the Nursing Council of Hong Kong;</li> <li>(ii) have a valid Practising Certificate issued by the Nursing Council of Hong Kong;</li> <li>(iii) have attained a level of proficiency in Chinese Language and English Language equivalent to Form 4 level; and</li> <li>(v) be able to speak fluent Cantonese.</li> </ul>
26. Enrolled Nurse (Psychiatric)	MPS Pt 9 - 23 (omitted points at 13 and 17)	Candidate should- <ul style="list-style-type: none"> <li>(i) have a Certificate of Enrolment (Part II) issued by the Nursing Council of Hong Kong, or equivalent;</li> <li>(ii) have a valid Practising Certificate issued by the Nursing Council of Hong Kong;</li> <li>(iii) have attained a level of proficiency in Chinese Language and English Language equivalent to Form 4 level; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
27. Health Worker	MPS Pt 7 - 15	Candidate should- <ul style="list-style-type: none"> <li>(i) have completed a course of training approved by the Director of Social Welfare;</li> <li>(ii) have registered with the Social Welfare Department as a health worker under the Residential Care Homes (Elderly Persons) Regulation; and</li> <li>(iii) be able to communicate in Cantonese and write Chinese.</li> </ul>
28. Child Care Supervisor	MPS Pt 15 - 22	Candidate should- <ul style="list-style-type: none"> <li>(i) have registered under the Child Care Services Ordinance (Cap. 243) ; and</li> <li>(ii) have successfully completed a training course approved by the Director of Social Welfare.</li> </ul>
29. Child Care Worker	MPS Pt 7 - 17	Candidate should- <ul style="list-style-type: none"> <li>(i) have registered under the Child Care Services Ordinance (Cap. 243)</li> <li>(ii) have successfully completed a training course approved by the Director of Social Welfare.</li> </ul>
30. Senior Special Child Care Worker	MPS Pt 18 - 23	Candidate should- <ul style="list-style-type: none"> <li>(i) have registered under the Child Care Services Ordinance (Cap. 243);</li> <li>(ii) successful completion of a training course approved by the Director of Social Welfare, with preferably having completed training related to working with disabled pre-schoolers;</li> <li>(iii) have at least 5 years' relevant experience as a special child care worker; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
31. Special Child Care Worker	MPS Pt 7 - 17	Candidate should- <ul style="list-style-type: none"> <li>(i) have registered under the Child Care Services Ordinance (Cap. 243);</li> <li>(ii) successful completion of a training course approved by the Director of Social Welfare;</li> <li>(iii) be able to speak fluent Cantonese.</li> </ul>
32. Workshop Instructor I	MPS Pt 24 - 28	Candidate should- <ul style="list-style-type: none"> <li>(i) have completed an approved apprenticeship or a course of study in an appropriate trade;</li> <li>(ii) have at least 8 years' relevant post-training experience, of which at least 5 years should be of managerial nature in an industrial or commercial setting;</li> <li>(iii) have attained a level of proficiency in Chinese Language and English Language equivalent to Form 3 level; and</li> <li>(iv) be able to speak fluent Cantonese.</li> </ul>
33. Workshop Instructor II	MPS Pt 14 - 23	Candidate should- <ul style="list-style-type: none"> <li>(i) have completed an apprenticeship or a course of study in an appropriate trade;</li> <li>(ii) have at least 5 years' relevant post-training practical and/or teaching experience;</li> <li>(iii) have relevant supervisory experience in an industrial/commercial setting;</li> <li>(iv) have attained a level of proficiency in Chinese Language and English Language equivalent to Form 3 level; and</li> <li>(v) be able to speak fluent Cantonese.</li> </ul>

Post	Pay Scale	Qualifications
34. Workshop Instructor III	MPS Pt 6 - 13	Candidate should- <ul style="list-style-type: none"> <li>(i) have completed an apprenticeship or a course of study, or have 5 years' relevant experience in an appropriate trade;</li> <li>(ii) have attained a level of proficiency in Chinese Language and English Language equivalent to Form 3 level; and</li> <li>(iii) be able to speak fluent Cantonese.</li> </ul> (Note: The organisation may require candidate to pass a test on his technical proficiency and ability to instruct)

Social Welfare Department  
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\* Reference can be drawn from the homepage of Civil Service Bureau regarding acceptance of qualifications under the new academic structure that results in the Hong Kong Diploma of Secondary Education (HKDSE) Examination have been accepted for civil service appointment purposes since 2012 with brief information extracted as follows:-

- “(i) A combination of results in five HKDSE subjects of Level 2 in New Senior Secondary (NSS) subjects, "Attained" in Applied Learning (ApL) subjects (subject to a maximum of two ApL subjects) and Grade E in Other Language subjects will be accepted as having met the existing requirement of "five passes in the Hong Kong Certificate of Education Examination (HKCEE)"; and
- (ii) A combination of results in five HKDSE subjects of Level 3 in NSS subjects, "Attained with Distinction" in ApL subjects (subject to a maximum of two ApL subjects) and Grade C in Other Language subjects will be accepted as having met the existing requirement of "two passes at Advanced Level in the Hong Kong Advanced Level Examination (HKALE) plus three credits in the HKCEE" (commonly known as "2A3O").

*In meeting the language proficiency requirements, Level 3 and Level 2 in Chinese/ English Language subjects in the HKDSE will be accepted as having met the requirement of Level 3 and Level 2 respectively in the HKCEE in similar language subjects. A candidate attaining Level 3 in NSS subjects or "Attained with Distinction" in ApL subjects in the HKDSE will be regarded as having met the requirement of Grade E in the HKALE or Grade C in the HKCEE in similar subjects A candidate attaining Level 2 in NSS subjects or "Attained" in ApL subjects in the HKDSE will be regarded as having met the requirement of a Grade E in similar subjects under the HKCEE.”*

For more details, please refer to <http://www.csb.gov.hk/english/info/2170.html>.