OFFICIAL RECEIVER'S OFFICE
Insolvency Officer II

Salary :
Master Pay Scale Point 14 (HK$34,075 per month) to Master Pay Scale Point 27 (HK$63,100 per month).

Entry Requirements :
Candidates should :-

(a) (i) have a bachelor's degree from a Hong Kong university with accountancy or law as a major subject, or equivalent; or
(ii) 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; or
(iii) have a pass in the International Qualifying Scheme of The Hong Kong Chartered Governance Institute, or equivalent;

(b) have a pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE) [see Note (1)];

(c) have met the language proficiency requirements of Level 2 results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the CRE, or equivalent [see Notes (1) to (3)]; and be fluent in Cantonese and spoken English; and

(d) have a pass result in the Basic Law and National Security Law Test (BLNST) [see Note (4)].

Note :

(1) Candidates' results in the AT paper of the CRE are classified as pass or fail, while the results of the UC and UE papers are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.

(2) For civil service appointment purpose,
(a) Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE) is accepted as equivalent to Level 2 in the UC paper of the CRE. Level 5 or above in English Language of the HKDSEE is accepted as equivalent to Level 2 in the UE paper of the CRE.
(b) Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE) is accepted as equivalent to Level 2 in the UC paper of the CRE. Grade C or above in Use of English of the HKALE or in English Language of the General Certificate of Education (Advanced Level) (GCE A Level) is accepted as equivalent to Level 2 in the UE paper of the CRE.

(3) Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test result are accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

(4) 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 BLNST is an entry requirement for all civil service 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.

Duties :
An Insolvency Officer is mainly deployed on administering simple or less complex insolvency cases, realising the assets of bankrupts or companies in compulsory winding-up, distributing the proceeds to creditors, investigating the affairs and causes of insolvencies as well as insolvency offences and monitoring the statutory duties and performance of private insolvency practitioners in bankruptcy and compulsory winding-up cases.
(Note : Required to perform outdoor duties where necessary.)

Terms of Appointment :
A new recruit 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.

Contact Address and Enquiry Tel. No. :
Personnel Registry, Official Receiver's Office, 10/F, Queensway Government Offices, 66 Queensway, Hong Kong (Enquiries : 2867 2444)

Closing Date for Application :
20 November 2026 18:00:00 Hong Kong Time

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 requirement 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) The information on the maximum pay point is for reference only and may be subject to changes.
(f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
(g) 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 recruitment examination and/or interview.
(h) 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/written examination 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 at https://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.

(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 :

(a) 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 20 November 2026**. Late applications or those applications that are incomplete or submitted in person, by post, by fax or by e-mail will not be accepted.

(b) Applicant's full curriculum vitae (C.V.), copies of certificates of public examinations and academic transcripts of tertiary education, certificates and examination status reports of professional qualifications, employment records with detailed description of duties, as well as letters on the results of CRE and BLNST (if any) must be sent to Official Receiver's Office by e-mail (oropr@oro.gov.hk) **on or before 27 November 2026**. The on-line application number should be quoted in the e-mail and copies of all supporting documents. The C.V. should include (i) the applicant's education background; (ii) gradings of the subjects taken in public examinations during secondary education (with dates of scoring the results); and (iii) job descriptions of all current and previous employment. If candidates fail to provide the C.V. and supporting documents as requested on or before the above-mentioned deadline, their applications will not be considered.

(c) Candidates selected for interview will normally receive an invitation about ten to twelve weeks after the closing date for application. This period may be longer in exceptional circumstances, e.g. when a large number of applications are received. Those who are not invited for interview may assume that their applications are unsuccessful.