



香港房屋委員會
Hong Kong Housing Authority

Contract Motor Driver

(Salary \$17,400 - \$20,395 + 10% Year-end Incentive Payment)

Entry Requirements

Candidates should

- (i) hold a valid driving licence for –
 - (a) private car, light goods vehicle, private light bus and medium goods vehicle [**Vehicle Classification Codes (1), (2), (4) and (18)**]; or
 - (b) private car, light goods vehicle and private bus [**Vehicle Classification Codes (1), (2) and (9)**]
issued by the Transport Department; **and**
- (ii) able to communicate in Cantonese/ Chinese and simple English; able to read and write simple Chinese and simple English.

(Remarks: Candidates are required to pass in a driving test and an interview for consideration of appointment)

Duties

A Contract Motor Driver is mainly deployed to -

- (i) drive various types of department vehicles and hired vehicles;
- (ii) keep vehicles clean and conduct daily routine inspection of vehicles; and
- (iii) receive and deliver mails, parcels and other items, and assist in performing other duties assigned by the office such as simple tasks of handling documents, lifting and handling office supplies and equipment, photocopying and general office duties.

A Contract Motor Driver has to work in different sections depending on operational needs, wear uniform and perform shift duty on Saturdays, Sundays and general holidays. A Contract Motor Driver is required to work irregular hours, to perform emergency duty, on-call duty and to work overtime.

Terms of Appointment

The appointment will be on Housing Authority regular terms of employment, with continuous employment being offered till an employee reaches the prevailing retirement age upon passing the probationary period. A competitive pay package, which is commensurate with the employee's qualification and experience, will be offered. On top of the base salary, the employee may receive a year-end incentive payment at 10% of the total base salary received upon satisfactory completion of every full year of service. An employee who has completed no less than six months of service by the end of the first calendar year of his/ her employment may also receive a year-end incentive payment calculated on a pro-rata basis. The entry pay, terms of appointment and conditions of service to be offered to the appointee are subject to the provisions prevailing at the time the offer of appointment is made.

Closing Date for Application: 25 April 2025

How to Apply

Application form [HD 917 (Rev. 2024)] is obtainable from –

- (i) the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road;
- (ii) the Hong Kong Housing Authority website ([press here](#)), or
- (iii) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

Completed forms, together with **a copy of valid driving license**, must be submitted on or before the closing date for application **via one of the following means** –

By post – Please submit to the postal address below and specify “Application for the post of Contract Motor Driver” on the envelope. To avoid unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to the Hong Kong Housing Authority and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. The applicant will bear any consequences arising from not paying sufficient postage. The first postmark date on the envelope will be regarded as the date of submission of the application form and/or copies of supporting documents.

Online submission – Online application can also be made through:

- (1) [the GovHK](#);
- (2) [the Hong Kong Housing Authority website](#); or
- (3) [iAM Smart](#).

Candidates who apply online should submit **a copy of valid driving license** to the postal address below **not later than 25 April 2025**. Please specify “Application for the post of Motor Driver” on the envelope, and the reference code should be quoted on the envelope and the copies of supporting documents.

In person – Candidates may also submit your application form and supporting documents to the application drop-in box located at the reception counters at the atrium of the Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong.

Applications will be processed according to the qualifications attained and working experience obtained by the applicant by the closing date for application. Where a large number of candidates meet the specified entry requirements, the shortlisting criteria may be devised to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the driving test and/or interview.

Applications which are not made in the prescribed form, or incomplete, or not signed, or without the required supporting documents, or late submission, or submitted by email or fax will not be considered. As we may contact the applicants by the mailing address, email address or telephone number provided on the application form, please provide clear and correct contact information. Candidates who are invited for driving test will normally receive an invitation in about eight to ten weeks from the closing date for application. Those who are not invited for driving test or interview may assume that their applications are unsuccessful.

All information provided will be treated in strict confidence. Personal data collected will be used for appointment-related purpose only.

Postal Address and Enquiry Telephone:

Appointments Sub-section, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon

(Enquiries: Ms TANG at 2761 6566)