



勞工處就業中心
LABOUR DEPARTMENT JOB CENTRE

Enquiry Telephone Numbers of Job Centres and Recruitment Centres



| | |
|--|------------------|
| Admiralty Job Centre | 2591 1318 |
| North Point Job Centre | 2114 6868 |
| Kowloon East Job Centre | 2338 9787 |
| Kowloon West Job Centre | 2150 6397 |
| Kwun Tong Job Centre | 2342 0486 |
| Shatin Job Centre | 2158 5553 |
| Sheung Shui Job Centre | 3692 4532 |
| Tsuen Wan Job Centre | 2417 6197 |
| Tuen Mun Job Centre | 2463 9967 |
| Tung Chung Job Centre | 3428 2943 |
| Yuen Long Job Centre | 3692 5750 |
| Recruitment Centre for the Catering Industry | 3847 7600 |
| Recruitment Centre for the Retail Industry | 3847 7611 |
| Construction Industry Recruitment Centre | 3428 3303 |

Telephone Employment Service Hotline:

2969 0888

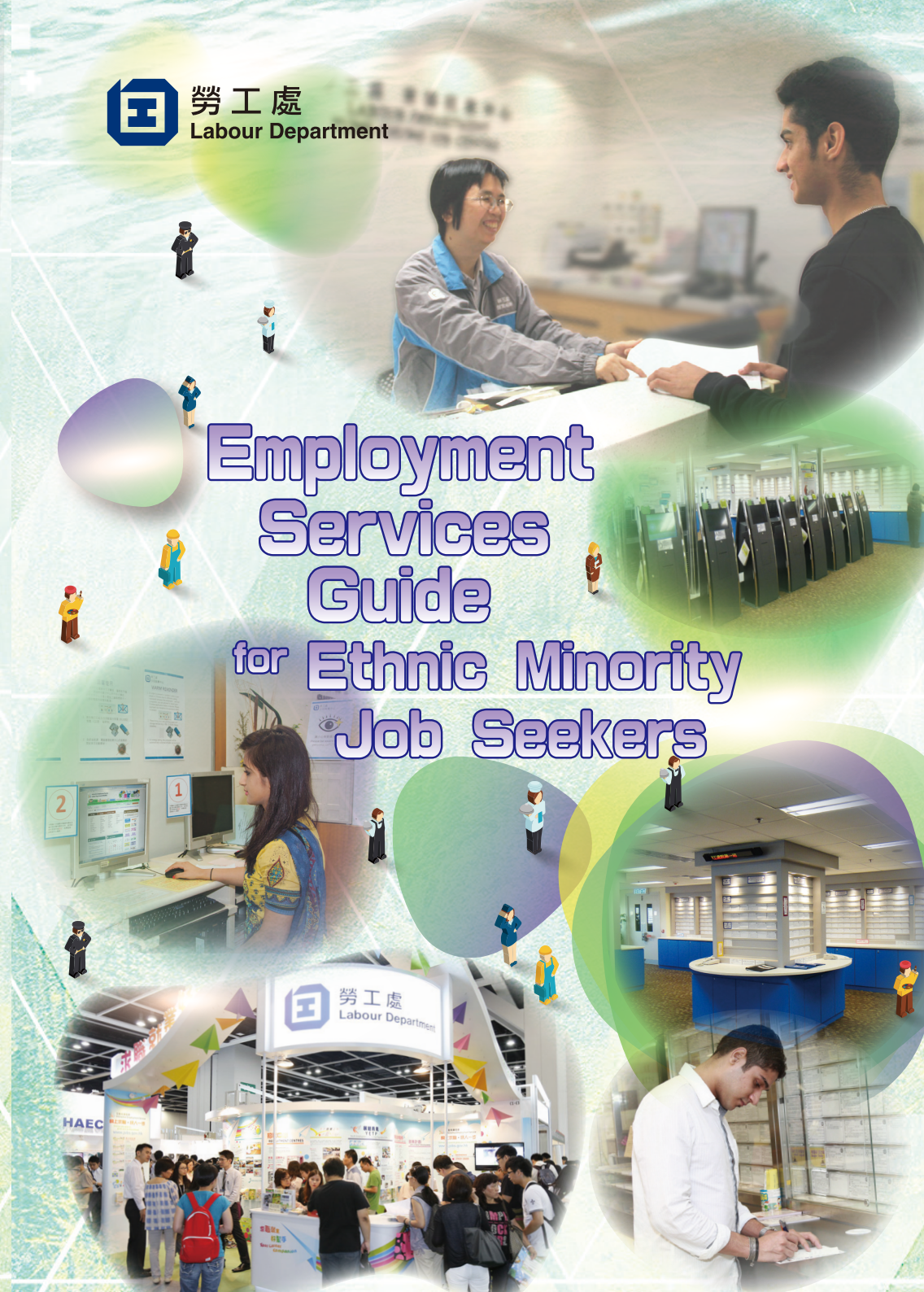
Interactive Employment Service website:

<https://www.jobs.gov.hk>



勞工處
Labour Department

Employment Services Guide for Ethnic Minority Job Seekers



The Labour Department (LD) provides comprehensive and free employment services to help job seekers find jobs. Our services are conducted in both Chinese and English. If you speak neither of these languages, we can arrange interpretation service for you.

If you are looking for a job, take a look at this Guide to find out the employment services that best suit your needs.

Job Centres

We operate a network of 11 Job Centres in the territory. You are welcome to visit any one of these centres and use the following facilities to search for jobs:

- Computers with resume-building software to prepare your resume
- Fax machines and computers with Internet connection to fax or email your resume and application letter to employers
- Touch-screen vacancy search terminals connected to LD's huge vacancy database to search for suitable vacancies
- Equipment to conduct on-line job interview with employers



Dedicated Employment Services for Ethnic Minority Job Seekers

• Special Counter and Resource Corner for Ethnic Minority Job Seekers

You can obtain registration service, assistance in using LD's employment services and facilities in job search, job referral service and information on training and retraining courses at the special counter. Useful employment information/self-learning reference materials such as reference books, dictionaries in different languages, newspapers and magazines on job hunting tips, and leaflets on training and retraining courses are also available at the resource corner.

• Personalised Employment Advisory Service and In-depth Follow up Service

You can meet an employment officer to discuss your employment needs, to improve job seeking techniques, to obtain information on labour market and training/retraining courses, and/or to undergo career aptitude assessment as appropriate. In-depth follow-up services will also be provided to the registered ethnic minority job seekers.

• Employment Briefing

This can help you better understand the current labour market situation and master job interview techniques.

• Job Fairs

Job fairs are organised all year round at Job Centres. Participating employers will conduct on-the-spot interviews with job seekers. Inclusive job fairs with vacancies suitable for ethnic minority job seekers will be arranged regularly and free on-site interpretation is available.

• Racial Diversity Employment Programme (RDEP)

RDEP is a programme launched by LD in collaboration with non-governmental organisations (NGOs) to provide one-stop employment support services for ethnic minority job seekers through a case management approach, so as to enhance their employability and support career development.



Employment Programmes

Eligible job seekers may choose to join the following employment programmes:

• Work Trial Scheme

The Scheme arranges work trials for participants to work in real jobs in participating organisations for one month (30 days). Participating organisations are encouraged to offer employment to participants who have completed the work trials with good performance.

• Employment Programme for the Elderly and Middle-aged

Employers engaging unemployed elderly or middle-aged job seekers aged 40 or above under the Programme will assign mentor and provide on-the-job training to them. This will facilitate participants to adapt to new work environment and acquire essential job-specific skills. No prior registration under the Programme is required.

• Re-employment Allowance Pilot Scheme

The Scheme targets elderly and middle-aged persons aged 40 or above who have not been in paid employment in Hong Kong for three consecutive months or more. Participants who have worked for six consecutive months will receive a maximum allowance of \$10,000 while those who have worked for 12 consecutive months will receive an additional maximum allowance of \$10,000.

Recruitment Centre for the Catering Industry, Recruitment Centre for the Retail Industry and Construction Industry Recruitment Centre

Job fairs are organised all year round in the Recruitment Centres. If you are interested in taking up employment in the catering, retail or construction industries, apart from the relevant Recruitment Centres, you may also check out the latest job fair information at Job Centres, LD's Interactive Employment Service (iES) website or its mobile application. You may then contact the Recruitment Centres to reserve appointments for on-the-spot job interviews with the recruiting employers.

Dedicated Webpage on Higher Education Employment

Job seekers with higher education can obtain the latest local employment market information and view suitable job openings through the Dedicated Webpage on Higher Education Employment (<https://www.jobs.gov.hk/0/en/jobseeker/hee/>).



Telephone Employment Service

If you have already registered for our employment services at the Job Centre or iES website, you may, instead of visiting our centres, obtain job referral service by calling the Telephone Employment Service Hotline at 2969 0888. If necessary, we can also arrange free telephone interpretation services.

Interactive Employment Service website and mobile application

You may visit the dedicated webpage for ethnic minority job seekers on iES website (<https://www.jobs.gov.hk/EM>) to check out the latest job vacancies, to register for our employment services, to apply for the employment advisory service and to obtain the most updated news on LD's recruitment activities. You may also download and use iES mobile application to look for suitable vacancies with your smartphones or mobile devices anytime and anywhere.

