



Non-Civil Service Vacancy

DEPARTMENT OF HEALTH

Project Assistant (Salary: \$15,665 per month)

Entry Requirements:

Candidates should –

- (a) (i) have Level 2 or equivalent [Note (1)] or above in five subjects including Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) [Note (2)], or equivalent; **OR**
 - (ii) have Level 2 [Note (3)] / Grade E or above in five subjects including Mathematics in the Hong Kong Certificate of Education Examination (HKCEE) [Note (2)], or equivalent;
- (b) meet the language proficiency requirements of Level 2 [Note (3)] or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent;
- (c) have good Chinese and English word processing skills and knowledge in the application of common business software (e.g. Microsoft Word, PowerPoint, Excel, etc.); and
- (d) preferably have at least one year of full-time clerical working experience.

Notes:

- (1) *For appointment purpose, “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.*
- (2) *The subjects may include Chinese Language and English Language.*
- (3) *For appointment purpose, “Grade E” in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to “Level 2” in Chinese Language and English Language in the 2007 HKCEE and henceforth.*
- (4) *May be required to pass a trade test.*

Duties:

A Project Assistant is mainly deployed on general clerical duties which may involve multi-tasks relating to one or a combination of the following functional areas –

- (a) general office support;
- (b) personnel;
- (c) finance and accounts;
- (d) customer service;
- (e) licensing and registration;
- (f) statistical duties;
- (g) information technology support;
- (h) event support; and
- (i) other departmental support (e.g. infectious disease control, vaccination programme, public health emergency response).

[Remarks: May be required to

- (1) work irregular hours or perform shift duties to provide 24-hour coverage, work on Saturdays, Sundays and public holidays;*
- (2) perform duties at various locations including but not limited to airport and boundary control points; and*
- (3) attend duties during emergencies.]*

Terms of Appointment:

A successful candidate will be appointed on non-civil service contract terms up to 12 months. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

Fringe Benefits:

The employee is entitled to 10 days paid annual leave if he/ she has been in employment under a continuous contract for not less than 12 months. For contract period less than 12 months, the annual leave entitled will be calculated on a pro-rata basis, subject to the provisions of Employment Ordinance (Cap. 57). Other benefits such as rest days, statutory holidays (or substituted holidays), maternity / paternity leave and sickness allowance, where appropriate, will be granted in line with the Employment Ordinance (Cap. 57).

Contact Address and Enquiry Telephone Number:

Appointments Section, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Telephone number: 2961 8849)

Closing Date for Application:

8 August 2024 (Thursday)

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) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the civil service.
- (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) 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.
- (f) 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 <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".

- (g) 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. They should submit copies of their official transcripts and certificates by mail to the above contact address.
- (h) Non-civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (i) 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:

Application forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>).

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form [G.F. 340 (Rev. 3/2013)], they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

The application period for the post of Project Assistant is **from 26 July 2024 (Friday) to 8 August 2024 (Thursday)**. Applications submitted in person or by post should reach the above contact address. Please specify the title of the post being applied for on the envelope. For applications submitted by post, the postmark date on the envelope will be regarded as the date of application. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Applicants may also apply on-line through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Applications which are incomplete, duplicate, late, submitted by fax or email, or not made in the prescribed application form will not be accepted.

Applicants should state in detail in the application form their academic attainments and relevant full-time clerical working experience (including job title and major duties of the job).

Applications with qualifications obtained from institutions outside Hong Kong should submit

copies of the relevant transcripts/ diplomas/ certificates/ other qualification documents together with the completed application forms. For applicants who apply on-line, they should submit copies of the required supporting documents by post to the above contact address within one week after the closing date for application. The on-line application number should be quoted on the envelope and copies of the supporting documents.

Please do not send originals of transcripts/ diplomas/ certificates/ other qualification documents.

Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation (by email or by post) in about four to six weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.