



**Department of Health
Civil Service Vacancy**

Laboratory Attendant

Salary:

Master Pay Scale Point 5 (HK\$18,965 per month) to Master Pay Scale Point 8 (HK\$22,895 per month).

Entry Requirements:

Candidates should have -

- (a) at least 2 years' working experience in a clinical / dental / chemical laboratory ;
- (b) completed Secondary 3, or equivalent ;
- (c) attained a level of proficiency in English language equivalent to Secondary 3 standard and in Chinese language equivalent to Primary 6 standard; and
- (d) a pass result in the Basic Law and National Security Law Test ("BLNST").

(Notes:

- (1) May be required to pass a trade test.*
- (2) 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:

A Laboratory Attendant is mainly deployed on -

- (a) disinfecting and cleansing all laboratory equipment, instruments, tools, benches, shelves, cabinets, etc.;
- (b) collecting, sorting, handling and preparation of specimens of the pathology laboratories or the forensic pathology laboratories (including blood, sputum, urine, faeces, human tissue, etc.) for further processing; and disinfecting potentially infectious laboratory waste before subsequent disposal;
- (c) assisting in the daily operation of and arranging regular maintenance of laboratory equipment and tools, including heavy duty equipment such as autoclave ;

- (d) assisting medical and technical staff in preparing for and performing laboratory tests, preparing disinfectants / simple reagents and processing laboratory forms / items ;
- (e) breeding and taking care of animals and handling of animals for laboratory tests, disinfection and disposal;
- (f) constructing wax bite blocks and special trays, pouring of models, repairing and addition of tooth to dentures, assisting in polishing and cleaning of dentures, receiving and dispatching of denture boxes;
- (g) preparing materials for training / production uses and booking appointment; and
- (h) retrieving and loading heavy reagent for laboratory tests.

(Remarks: (1) Required to wear uniform;

(2) Required to work irregular hours and shifts;

(3) Required to attend duties during typhoons and emergencies; and

(4) Required to work at different clinics and/or laboratories in the Department of Health .)

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.:

Appointments Section, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. (Tel: 2961 8844)

Closing Date for Application:

4 July 2024 (Thursday)

Newspaper(s) Advertised (with date):

Ming Pao Daily News (21 June 2024) and Recruit Magazine (21 June 2024)

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 candidates 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 the trade test / selection 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 trade test / selection interview without being subject to any 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. They should submit copies of their official transcripts and certificates by mail to the above contact address.
- (j) Civil service vacancies information contained in this column is also available on the “GovHK” on the Internet at <https://www.gov.hk>.
- (k) 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 Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<https://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 Laboratory Attendant is from **21 June 2024 (Friday) to 4 July 2024 (Thursday)**. Applications submitted in person or by post should reach the contact address indicated on or before the closing date for application. Please specify the title of the position 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 has been 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 online through the Civil Service Bureau's website (<https://www.csb.gov.hk>). **Applicants should state in detail in the application form their academic qualifications and relevant working experience (including job title and major duties of the job)**. Applications which are incomplete, late, submitted by fax or e-mail, or not made in the prescribed application form will not be accepted. **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 trade test / selection interview will normally receive an invitation (by email or by post) in about three months from the closing date for application. Those who are not invited for trade test / selection interview may assume that their applications are unsuccessful.