

## **Health Surveillance Supervisor**

### **Salary:**

HK\$19,460 per month, plus HK\$1,000 per month end-of-contract gratuity payable on satisfactory completion of contract.

### **Entry Requirements:**

Candidates should -

- (a) (i) have Level 3 or equivalent <sup>(Note 1)</sup> or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) <sup>(Note 2)</sup>, or equivalent, and have at least 2 years' post-qualification full-time working experience at supervisory level; **OR**
- (ii) have Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 <sup>(Note 3)</sup> / Grade C or above in three other subjects in the Hong Kong Certificate of Education Examination (HKCEE) <sup>(Note 2)</sup>, or equivalent, and have at least 2 years' post-qualification full-time working experience at supervisory level; **OR**
- (iii) have Level 2 <sup>(Note 3)</sup> / Grade E or above in five subjects in the HKCEE <sup>(Note 2)</sup>, or equivalent, and have at least 5 years' post-qualification full-time working experience at supervisory level;
- (b) have met the language proficiency requirements of Level 2 <sup>(Note 3)</sup> or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent;
- (c) have good interpersonal and communication skills (have experience in customer service would be an advantage);
- (d) be able to speak fluent Cantonese and English, preferably with knowledge of Putonghua; and
- (e) have good command of written Chinese <sup>(Note 4)</sup>.

*(Notes:*

- (1) *For appointment purpose, 'Attained with Distinction (I)' in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. '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 C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.*
- (4) *Candidates invited for the selection interview may be required to take a written test.)*

**Duties:**

Mainly deployed on –

- (a) (i) supervising Health Surveillance Assistants (“HSAs”) and outsourced surveillance teams to perform health screening and other operational duties;
- (ii) reporting working performance of outsourced surveillance teams to the Department;
- (iii) providing guidance to HSAs and following up with disciplinary issues;
- (iv) carrying out port health related enforcement duties and regulatory work;
- (v) providing training and guidance on health screening and non-local pregnant visitor screening to the frontline staff at boundary control points;
- (vi) deploying HSAs and contractor staff to different posts, and;
- (vii) handling cases referred by HSAs and contractor staff at boundary control points;
- (b) arranging duty rosters for the HSAs;
- (c) liaising with Headquarters for logistics supplies / maintenance of stores & equipment;
- (d) assisting in implementing port health measures at boundary control points as directed by the Department;
- (e) manning a 24-hour Communication and Support Centre;
- (f) coordinating with the contractor staff and other Health Surveillance Supervisors (“HSSs”) at boundary control points, and with other Government Departments and organisations for operational issues;
- (g) assisting in drafting operating procedures / written instructions to HSSs, HSAs and contractor staff at boundary control points;
- (h) consolidating statistical returns from various boundary control points;
- (i) assisting the Department in the deployment of manpower and other resources to boundary control points to support the smooth implementation of various border health check measures and other ad-hoc project of respective boundary control points;
- (j) assisting in handling of public enquiries, and investigating the complaints in relation to the law and regulation enforcement by the Department;
- (k) performing general administrative duties and any other duties as instructed or assigned by the Department; and
- (l) performing any other duties as assigned by supervisors.

(Remarks: A HSS is required to (1) wear uniform whilst on duty; (2) work on shift and irregular hours; (3) perform outdoor duties at remote locations (e.g. boundary control points at Lok Ma Chau, Man Kam To, Sha Tau Kok, Lo Wu, Lok Ma Chau Spur Line, Shenzhen Bay, China

Ferry Terminal, Hong Kong-Macau Ferry Terminal, Kai Tak Cruise Terminal, Ocean Terminal, Hong Kong International Airport, West Kowloon Station, Hong Kong-Zhuhai-Macau Bridge and Heung Yuen Wai, etc.); and (4) perform duties during the passage of typhoons and other emergencies.)

**Terms of Appointment:**

Successful candidates will be appointed on non-civil service contract terms for one year. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

**Fringe Benefits:**

- (a) An end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct.
- (b) Candidates appointed are eligible for 10 days' paid annual leave. Other benefits such as rest days, statutory holidays (or substituted holidays), maternity leave / paternity leave and sickness allowance, where appropriate, will be granted in line with the Employment Ordinance (Cap. 57).

**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 8775)

**Closing Date for Application:**

16 January 2025 (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 candidates 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 the written test and / or selection interview.

- (f) The period of notification of selection interview may be longer when a large number of applications are received or when there are other complications requiring a longer processing time for the applications.
- (g) 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 written test and / or 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”.
- (h) 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.
- (i) Non-civil service vacancies information contained in this column is also available on the “GovHK” on the Internet at <https://www.gov.hk>.
- (j) Towards the application deadline, the 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 position of Health Surveillance Supervisor is from **3 January 2025 (Friday) to 16 January 2025 (Thursday)**. Applications submitted in person or by post should reach the above contact address 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.

For qualifications awarded by local institutions / Hong Kong Examinations and Assessment Authority, copies of the relevant transcripts / diplomas / certificates / other qualification documents are **not** required to be submitted at this stage of application. As for qualifications obtained from institutions outside Hong Kong, copies of the relevant transcripts / diplomas / certificates / other qualification documents should be submitted 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 on or before **23 January 2025 (Thursday)**. 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 written test / interview will normally receive an invitation (by email or by post) in about ten weeks from the closing date for application. Those who are not invited for written test / interview may assume that their applications are unsuccessful.