



Non-Civil Service Vacancy

DEPARTMENT OF HEALTH

Contract Enrolled Nurse

Salary:

HK\$22,145 per month (plus end-of-contract gratuity)

Entry Requirements:

For locally trained candidates, they should – :

- (a) possess a Certificate of Enrolment (Part I) issued by the Nursing Council of Hong Kong;
- (b) possess a valid practising certificate issued by the Nursing Council of Hong Kong;
- (c) have attained a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard; and
- (d) be able to speak fluent Cantonese and simple English.

For candidates trained outside Hong Kong, they should – :

- (a) have obtained a qualification outside Hong Kong and the curriculum of the programme leading to the award of the qualification is broadly comparable to the curriculum of the programme of a course of nurses training that is recognised by the Nursing Council of Hong Kong for full enrolment [Note (1)];
- (b) possess a valid certificate to practise general nursing issued by a certifying body recognised by the Nursing Council of Hong Kong from time to time as constituting sufficient evidence of the candidate's competency to practise nursing [Notes (1) & (2)];
- (c) have at least one year of full-time post-qualification clinical experience that is relevant to the employment;
- (d) attained a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard;
- (e) be able to speak fluent Cantonese and simple English; and
- (f) have obtained a Certificate of Enrolment and Practising Certificate for Limited Enrolment (LE) under the Nursing Council of Hong Kong after receiving a conditional offer of employment from the Department of Health. The latest details of the application for LE is available on the website of the Nursing Council of Hong Kong – https://www.nchk.org.hk/en/registration_and_enrolment/non_locally_trained_nurses/alre_general.html.

[Notes:

- (1) Candidates trained outside Hong Kong should enclose photocopies of the following together with the completed application form:
 - I. Nursing graduation certificate
 - II. Valid certificate to practise nursing from the registration authority outside Hong Kong
 - i. practising certificate or other equivalent documentary evidence of entitlement to practise nursing outside Hong Kong; and
 - ii. enrolment certificate or official document from the registration authority outside Hong Kong verifying the applicant's "date of initial enrolment".
 - III. Documentary proof(s) certifying that the applicant possessed at least one year of full-time post-qualification clinical experience that is relevant to the employment issued and/or certified by the applicant's employer(s)
- (2) The certificate to practise nursing must be valid at the time of application.]

Duties:

A Contract Enrolled Nurse is mainly deployed on undertaking –

- (a) basic nursing duties in Government clinics and health services; and
- (b) special nursing duties under guidance and supervision.

[Remarks: (1) free uniform and laundry are provided during the period of employment; and (2) required to perform shift, on-call and/or outdoor duties.]

Terms of Appointment:

Successful candidates 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:

- (a) An end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary drawn during the contract period.

- (b) Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave and sickness allowance, where appropriate, will be granted in line with the provisions in the Employment Ordinance (Cap. 57). For a contract period of less than 12 months, the paid annual leave entitled will be calculated on a pro-rata basis.

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 8514)

Closing Date for Application:

23 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 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 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 (<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 Contract Enrolled Nurse is from **10 January 2025 (Friday)** to **23 January 2025 (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/professional attainments, relevant working experience and the enrolment number in the Roll of Enrolled Nurses (if applicable).

Applicants with qualifications obtained from institutions outside Hong Kong should submit copies of the relevant transcripts/diplomas/certificates/documentary proof of possession of working experience/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 submission of application. The on-line application number and the title of the post being applied for should be quoted on the envelope and copies of the supporting documents. The eligibility of nursing qualifications outside Hong Kong has to be assessed by the Nursing Council of Hong Kong upon application for limited enrolment by the applicant via this department. An invitation to the selection interview does not imply that the candidate has met the entry requirements of the post or the eligibility for limited enrolment.

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.