



## Non-Civil Service Vacancy

### DEPARTMENT OF HEALTH

#### **Contract Nursing Officer (Infection Control) (Salary: \$56,450 per month plus end-of-contract gratuity)**

#### **Entry Requirements:**

Candidates should –

- (a) possess a Certificate of Registration (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 met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent [Note 1];
- (d) be able to speak fluent Cantonese and English;
- (e) have attained professional training in infection control;
- (f) possess at least five years of relevant post-registration working experience with at least two years of experience in the rank of Nursing Officer or equivalent [Note 2]; and
- (g) preferably have relevant supervisory experience.

*[Note 1:*

*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.*

*Note 2:*

*Relevant experience includes leading and supervising nursing team to provide clinical care; organising and implementing clinical programmes; leadership experience in infection control.]*

#### **Duties:**

A Contract Nursing Officer (Infection Control) is mainly deployed on –

- (a) assist in the planning and implementation of infection control programme, provide out-reach professional support and evidence based infection control recommendations to facilitate the formulation of tailor made infection control improvement plan for the target groups;
- (b) establishing and maintaining networks with other service providers;
- (c) handling enquiries;
- (d) managing and supervising nursing and supporting staff;
- (e) managing research studies, clinical trials and surveys carried out in the Service;
- (f) organising and conducting workshops, seminars, lectures to other healthcare teams;
- (g) co-ordinating, reviewing and compiling relevant statistical returns and reports; and
- (h) performing any other duties as assigned by senior officers.

*[Notes:*

- (1) Free uniform and laundry are provided during the period of employment.*
- (2) Required to perform shift or on-call duties or work extended hours and perform outdoor duties.]*

**Terms of Appointment:**

Successful candidates will be appointed on non-civil service contract terms for 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 in respect of the appointee 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 accordance with the provisions in 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 8514)

**Closing Date for Application:**

20 March 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 indicated 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 Nursing Officer (Infection Control) is from **21 February 2025 (Friday)** to **20 March 2025 (Thursday)**. Applications submitted in person or by post should reach the indicated 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 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 (<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 [G.F. 340 (Rev. 7/2023)] their academic attainments, relevant working experience, registration number in the Register of Nurses and the Register of Midwives (if applicable).**

Applicants with qualifications awarded by local institutions/Hong Kong Examinations and Assessment Authority are **not** required to submit copies of the relevant transcripts/diplomas/certificates/other qualification documents at this stage. Applicants 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 indicated 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.

**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 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.