



DEPARTMENT OF HEALTH
Non-Civil Service Vacancy

Project Executive

Salary:

\$18,000 per month, plus end-of-contract gratuity

Entry Requirements:

Candidates should –

- (a) have at least an accredited associate degree / higher diploma from a Hong Kong tertiary institution in the recent four academic years (those graduating in the current (2021/22) academic year can also apply);
- (b) be able to express and communicate effectively in Chinese and English, including Putonghua;
- (c) meet the language proficiency requirements of Level 2 [Note (1)] or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent;
- (d) have good Chinese data processing and typing skills; and
- (e) have good knowledge and skills in the application of common computer software, including word processing, spreadsheet, database and presentation.

Notes:

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

Duties:

Project Executive is mainly deployed in -

- (a) assisting in COVID-19 related duties, including general administrative / operation support to quarantine arrangements, hotline call centre, community surveillance and prosecutions, contact tracing, case investigation, boundary control measures, vaccination programme, specimen collection, viral testing, liaison with stakeholders, etc.;

- (b) document processing and data management, including handling applications and claims, verification and clarification of information, data input, data analysis, compilation of materials and reports, etc.;
- (c) handling enquiries and complaints from other Bureaux / Departments / members of the public;
- (d) performing general administrative duties, such as general office support, personnel, finance and accounts, purchase and supplies, customer service, statistical duties, secretarial duties and information technology, and supervising junior staff;
- (e) providing coordination and logistic support to meetings/briefings/seminars, and organising, implementing, monitoring and promoting public health activities / programmes; and
- (f) any other duties assigned by supervisors.

[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, boundary control points, Temporary Specimen Collection Centre and quarantine centres; and*
- (3) attend duties during emergencies.]*

Terms of Appointment:

Successful candidate will be appointed on non-civil service contract terms for six 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 completion of the full contract period with satisfactory performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (“MPF”) Scheme in respect of the candidates appointed as required by the MPF Schemes Ordinance (Cap. 485), will equal 15% of the total basic salary drawn during the contract period.
- (b) The employee is entitled to 10 days paid annual leave if he 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 8482)

Closing Date for Application:

21 June 2022 (Tuesday) 23:59:00

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) To ensure timely completion of your application, it is advisable to submit the application as early as possible.

How to Apply:

The application period for the position of Project Executive is from **now to 21 June 2022 (Tuesday) 23:59:00**.

Interested applicants should fill in their information in the electronic form provided and return to the Department of Health through email (Email Address: appts_registry1@dh.gov.hk) on or before the closing date for application. Applications not made in the prescribed channel or which are incomplete or late will not be considered.

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

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

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