Civil Service Vacancy

DEPARTMENT OF HEALTH

Enrolled Nurse

Salary :

Master Pay Scale Point 7 (HK$15,410 per month) to Master Pay Scale Point 21 (HK$32,760 per month).

Entry Requirements :

Candidates 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; and
(c) have attained a level of proficiency in Chinese and English Languages equivalent to Secondary 4 standard; and be able to speak fluent Cantonese and simple English.

(Note: For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the recruitment interview will be tested orally on their BL knowledge during recruitment interview. The results of BL assessment will be taken into account only if two candidates are considered equal in all other aspects.)

Duties :

An 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; and
(2) required to perform shift, on-call and/or outdoor duties.)

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.
Enquiry Address and Telephone Number:

Appointments Unit, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong (Telephone number: 2961 8562)

Closing Date for Application: 12 November 2013 (Tuesday)

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) 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 recruitment examination and/or 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 selection interview/written examination without being subject to further shortlisting.

(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 indicated address.

(j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at http://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. 3/2013)] are obtainable from any Public Enquiry Service 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 at http://www.csb.gov.hk.

The application period for the post of Enrolled Nurse is from 1 November 2013 (Friday) to 12 November 2013 (Tuesday). Applicants should state in detail in the application form [G.F. 340 (Rev. 3/2013)] their academic attainments, relevant work experience and registration number in the Register of Enrolled Nurse. Completed application forms should reach the above enquiry address on or before 12 November 2013 (Tuesday) with the envelope clearly marked “Application for the post of Enrolled Nurse”. On-line application can also be made through the Civil Service Bureau’s website at http://www.csb.gov.hk. Applicants who apply on-line should submit copies of relevant documents to the above enquiry address within one week after the closing date for application. Please also quote the on-line application number on the envelope and every page of the copies of the documents. Please do not send originals of transcripts/certificates. For applications submitted by post, the postmark date on the envelope will be regarded as the date of application. Applications which are incomplete or submitted by facsimile or email will not be considered.

Candidates who are selected for interview and/or written test will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview and/or written test may assume that their applications are unsuccessful. For enquiry, please telephone the Appointments Unit of the Department of Health at 2961 8562.