



## **Department of Health**

The Government of the Hong Kong Special Administrative Region

### **Civil Service Vacancy**

#### **Dental Officer**

##### **Salary:**

Master Pay Scale Point 30 (HK\$71,010 per month) to Master Pay Scale Point 44 (HK\$119,650 per month) [See Note (1)]

##### **Entry Requirements:**

Candidates should –

- (a) have been registered in Hong Kong under the Dentists Registration Ordinance (Cap. 156) [See Note (2)];
- (b) have a valid practising certificate issued by the Dental Council of Hong Kong;
- (c) have met the language proficiency requirements (LPRs) of “Level 1” results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the Common Recruitment Examination (CRE), or equivalent [See Notes (3) & (4)];
- (d) be able to speak fluent Cantonese and English; and
- (e) a pass result in the Basic Law and National Security Law Test (BLNST) [See Note (5)].

**(Remarks:** Applicants without the requisite CRE results, or equivalent, but have met the other entry requirements may also apply.)

##### **Duties:**

A Dental Officer is mainly deployed on giving dental care and performing administrative duties at dental clinics or other institutions under the Department of Health [See Notes (6) & (7)].

##### **Notes:**

- (1) Subject to the prevailing situation, candidates may be considered for the granting of increments with post-registration experience in general dentistry or relevant qualifications and experience in the specialty of Orthodontics. Please note that applications from the serving civil service Dental Officers would not normally be considered. Preference will be given to candidates with relevant experience in the specialty of Orthodontics, or to candidates who have a Master degree in the relevant specialty from the University of Hong Kong by the time of offer of appointment.
- (2) Candidates who are expected to meet the requirement within six months after the application may also apply. Candidates who are studying in the final year of the Bachelor of Dental Surgery programme of the University of Hong Kong are advised to apply no less than three months prior to the expected time of fulfilling the requirement.

- (3) (a) The results of the Use of Chinese (UC) and Use of English (UE) papers in the Common Recruitment Examination (CRE) are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.
- (b) For civil service appointment purpose, Level 4 in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade D in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 1 in the UC paper of the CRE.
- (c) Level 4 in English Language of the HKDSEE; or Grade D in Use of English of the HKALE; or Grade D in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 1 in the UE paper of the CRE.
- (d) Applicants with an overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the International English Language Testing System (IELTS) within the two-year validity period of the test result are accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.
- (4) Candidates who do not have Level 1 in UC paper of the CRE by the time of appointment may also be appointed. However, only a limited number of applicants who do not possess the requisite Chinese language proficiency but are able to speak fluent Cantonese may be appointed subject to the operational needs of the Department. The rest of applicants will only be considered for appointment subject to their fulfilling of the requirement in Note (3)(b) above.
- (5) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment.
- For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.
- (6) The operating hours of dental clinics fall between 7:45 a.m. and 9:30 p.m. and from Monday to Friday. Successful candidates will be assigned to work in appropriate time slots during the operating hours.
- (7) A Dental Officer is required to wear uniform whilst on duty.

**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.

**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 8527)

**Closing Date for Application:**

Applications are accepted all year round.

**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 requirements 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 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 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 <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (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 above contact address.
- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.

**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.

There is no specific closing date for application for this post. Applications, together with copies of relevant documents in support of their (a) qualification in Dental Surgery; (b) relevant working experience; and (c) language proficiency required, 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. 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 submitted by fax or e-mail will not be accepted.

For applicants who apply on-line, they should submit copies of the required documents by post to the above contact address indicated within one week after the application. Please specify the title of the post being applied for and the on-line application number on the envelope. The on-line application number should be quoted on the copies of the supporting 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 six to eight weeks after the application is received. Those who are not invited for interview may assume that their applications are unsuccessful.