



Civil Service Vacancy

DEPARTMENT OF HEALTH

Registered Nurse

Salary :

Master Pay Scale Point 15 (\$34,060 per month) to Master Pay Scale Point 25 (\$54,805 per month)

Entry Requirements :

Candidates should have –

- (a) a Certificate of Registration (Part I) issued by the Nursing Council of Hong Kong;
- (b) a valid practising certificate issued by the Nursing Council of Hong Kong;
- (c) 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) [Note (1)], or equivalent; be able to speak fluent Cantonese and English; and
- (d) a pass result in the Basic Law and National Security Law Test (BLNST) [Note (2)].

[Notes : (1) For civil service 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.

- (2) 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.]

Duties :

A Registered Nurse is mainly deployed on –

- (a) performing general nursing duties;
- (b) providing public health nursing service to clients; and
- (c) participating in health education and health promotion activities.

[Remarks : (1) free uniform and laundry provided; and
(2) required to perform shift or on-call duties or work extended hours.]

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 8562)

Closing Date for Application : Applications are accepted all year round until further notice.

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. 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.

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 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 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 their academic attainments, relevant working experience, registration number in the Register of Nurses and the Register of Midwives (if applicable).

For qualifications awarded by local institutions/Hong Kong Examinations and Assessment Authority, copies of the relevant transcripts/diplomas/certificates/other qualification documents are **not** required to be submitted at this stage of application. As for qualifications obtained from institutions outside Hong Kong, copies of the relevant transcripts/diplomas/certificates or other qualification documents should be submitted 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 indicated within one week after the submission of application. The on-line application number 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 six to eight weeks after the application is received. Those who are not invited for interview may assume that their applications are unsuccessful.