



Non-civil Service Vacancy

Deoxyribonucleic Acid (“DNA”) Analyst

Salary :

HK\$61,665 per month

Entry Requirements:

Candidates should –

- (a) have a Bachelor’s degree in Molecular Biology, Biochemistry, Biotechnology, Food Science or related subject from a Hong Kong university or equivalent ^{Notes 1 and 2};
- (b) have a Master degree or above in Molecular Biology, Biochemistry, Biotechnology, Food Science or related subject from a Hong Kong university or equivalent ^{Notes 1 and 2};
- (c) have at least five years’ relevant full-time post qualification working experience in laboratory service, laboratory quality assurance management and research project management, preferably in DNA-related laboratory equipment for conducting scientific and analytical work ^{Note 3};
- (d) be proficient in computer skills in particular the application of Microsoft Office such as Word, Excel and PowerPoint; and
- (e) met the language proficiency requirements of “Level 1” results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination, or equivalent ^{Note 4}; and be able to speak fluent Cantonese and English.

(Notes: (1) See General Note (g) below.

(2) Candidates should submit a copy of academic transcripts and graduation certificates.

(3) Candidates should submit a copy of supporting documents of relevant work experience.

(4) (i) 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.

(ii) Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 2 in the UC paper of the CRE. Level 4 in Chinese Language of the HKDSEE; or Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to Level 1 in the UC paper of the CRE.

(iii) Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE. 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 GCE A Level, are accepted as equivalent to Level 1 in the UE paper of the CRE.

- (iv) 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 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.)

Duties :

A DNA Analyst is mainly deployed to –

- (a) take charge of an operational unit for the research and development (R&D) of Chinese medicines, and coordinate and implement research plan for the R&D activities;
- (b) supervise technical staff to carry out R&D projects, provide training to them and maintain their competency;
- (c) implement quality assurance program and conduct regular review on his/ her work to ensure all relevant requirements are met;
- (d) take charge of the maintenance, calibration and performance check of equipment in accordance with international standards and requirements;
- (e) provide expertise in procurement, testing and certification and maintenance of equipment/ facilities related to the testing laboratories and sourcing potential supply of testing materials
- (f) liaise with clients, stakeholders or academic institutions on matters relating to the R&D activities and deliverables;
- (g) provide professional input in preparation of discussion papers and briefing materials for meetings; and
- (h) perform other duties as assigned by senior officers.

[Remark: May be required to work shift and irregular hours.]

Terms of Appointment :

Successful candidates will be appointed on non-civil service contract terms. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

Fringe Benefits :

Candidates appointed are eligible for 14 days' paid annual leave per year. Other benefits such as rest days, statutory holidays (or substituted holidays), annual leave, maternity leave/ paternity leave and sickness allowance, where appropriate, will be granted in line with the Employment Ordinance (Cap. 57).

Enquiry Address and 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 8444)

Closing Date for Application :

7 May 2026 (Thursday)

Newspaper(s) Advertised:

Recruit (24 April 2026); Ming Pao Daily News (24 April 2026)

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 candidates 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 e-mail (appts_registry1@dh.gov.hk).
- (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, the 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 :

The application period for the position of DNA Analyst is **from 24 April 2026 (Friday) to 7 May 2026 (Thursday)**.

Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<https://www.csb.gov.hk>). Applications which are incomplete or submitted in person, by post, by fax or by e-mail will not be accepted. **All** applicants should provide relevant documents in support of their (a) qualification; and (b) working experiences to the designated e-mail address (appts_registry1@dh.gov.hk) within one week after the submission of on-line application. The title of the post being applied for and the on-line application number should be quoted in the e-mail and copies of the supporting documents.

If candidates fail to provide the supporting documents as required, their applications will not be considered. Applicants should provide their e-mail addresses on the application forms. Candidates who are selected for interview will normally receive an invitation by e-mail 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.