



DEPARTMENT OF HEALTH

The Government of the Hong Kong Special Administrative Region

Non-civil service contract vacancy (Full-time positions)

Contract Doctor (Clinical Trials)

Join the Department of Health

Build a healthy Hong Kong

Department of Health welcomes doctors, both locally and non locally-trained, to join our medical team to build a healthy Hong Kong.

For eligible **non locally-trained** doctors, a new Special Registration pathway under the Medical Council of Hong Kong is available for you to apply full registration after obtaining specialist qualification in Hong Kong. Details of Special Registration can be found at the website of the Medical Council of Hong Kong (https://www.mchk.org.hk/english/registration/special_registration.html).

Salary :

Monthly salary at HK\$71,010 - HK\$101,775 depending on relevant qualification and experience, plus end-of-contract gratuity.

Entry Requirements :

Candidates should –

- (a) be permanent residents of the Hong Kong Special Administrative Region;
- (b) possess a medical qualification registrable in Hong Kong under the Medical Registration Ordinance, Cap. 161, or equivalent;
- (c) have a good command of spoken and written Chinese and English; and
- (d) be able to speak fluent Cantonese.

[Remarks:

- (1) *Eligible doctors who are not fully registered with the Medical Council of Hong Kong but have acquired the relevant qualifications set out in the entry requirements above may apply for the position. If necessary, assistance would be given to the successful candidate(s) to register with the Medical Council of Hong Kong to practise under limited registration/special registration.*
- (2) *The eligibility of overseas medical qualifications has to be assessed by the Medical Council of Hong Kong upon application for limited registration/special registration.*

- (3) *Candidates with experience in the following area(s) are preferred -*
- (a) *working experience in clinical trial management, drug regulation, or related fields, particularly in participating in Good Clinical Practice (GCP) inspections or on-site clinical trial monitoring;*
 - (b) *experience of working in a drug regulatory authority, clinical research organisation, ethics committee, or medical department of the pharmaceutical industry, with hands-on experience in reviewing clinical trial protocols and conducting risk assessments;*
 - (c) *experience in conducting clinical benefit-risk assessments and performing duties related to safety surveillance, pharmacovigilance, and risk mitigation strategies across the pharmaceutical product lifecycle;*
 - (d) *experience in developing regulatory guidelines or procedures aligned with International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH) standards; and*
 - (e) *possess strong analytical ability, communication skills, and team collaboration spirit, with the ability to draft and review technical documents clearly in both Chinese and English.]*

Duties:

- (a) To participate in on-site inspections and related regulatory work for clinical trials conducted in Hong Kong, including review of medical record and trial documents, to ensure compliance with the requirements of the Pharmacy and Poisons Regulations (Cap. 138A) and Good Clinical Practice (GCP) guidelines;
- (b) To evaluate and process applications for clinical trials, through evaluating clinical trial protocols, adverse event reports, and other trial-related documents;
- (c) To handle enquiries from trial sites with respect to findings from GCP inspection and follow-up on the subsequent corrective and preventive actions, and to consolidate inspection findings and draft inspection reports;
- (d) To provide assistance to pharmaceutical product registration, post-marketing surveillance, and other pharmacovigilance activities in relation to clinical perspectives;
- (e) To assist in the formulation and drafting of guidelines and internal procedural documents relating to the regulation of clinical trials and registration of pharmaceutical products; and
- (f) To perform any other duties as assigned by senior officers.

(Remarks: Selected candidates may be required to work shifts outside normal working hours and perform on-call duties.)

Terms of Appointment :

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

Fringe Benefits :

- (a) For full-time positions, an end-of-contract gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government's contribution to a Mandatory Provident Fund (MPF) scheme as required by the MPF Schemes Ordinance (Cap. 485), equals to 15% of the total basic salary drawn during the contract period.
- (b) Candidates appointed are eligible for 14 days' paid annual leave. 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.

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 8609)

Closing Date for Application : 9 August 2026 (Sunday)

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 recruitment 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 <https://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 must 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 <https://www.gov.hk>.

How to Apply :

The application period for the post of Contract Doctor (Clinical Trials) is from 27 July 2026 (Monday) to 9 August 2026 (Sunday). Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (<https://www.csb.gov.hk>). Applicants should state in detail in the application form their relevant experience, qualifications and certificate of registration or other document evidencing the applicant's registration with a medical authority outside Hong Kong. Applications which are incomplete or submitted in person, by post, by fax or by e-mail will not be accepted.

Detailed curriculum vitae and copies of relevant professional certificates and documents must be submitted by email (appts_registry1@dh.gov.hk) on or before 16 August 2026 (Sunday) 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.

Applicants should provide their email addresses on the application forms. Candidates who are selected for interview and/ or written test will normally receive an invitation by email in about six to eight weeks after the application is received. Those who are not invited for interview and/ or written test may assume that their applications are unsuccessful.