



## Department of Health

The Government of the Hong Kong Special Administrative Region

### Non-civil Service Vacancy

#### Contract Dentist (Orthodontics)

##### Salary:

Full-time: HK\$90,540 per month (plus end-of-contract gratuity)

Part-time: HK\$533 per hour

##### Entry Requirements:

Candidates should have -

- (a) been registered in Hong Kong under the Dentists Registration Ordinance;
- (b) a valid practising certificate issued by the Dental Council of Hong Kong;
- (c) a Master Degree in Orthodontics, or an equivalent qualification; and
- (d) a good command of spoken and written Chinese and English.

*(Remarks: Priority will be given to candidates who can work on a full-time basis.)*

##### Duties:

Provision of orthodontic treatment at Government Orthodontic Clinics.

- (Remarks: (1) 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 and required to wear uniform whilst on duty.*
- (2) Successful candidates who work on a part-time basis will be required to work for at least two sessions per week, including at least one afternoon session. Each session is about four hours.*
  - (3) There is no specific closing date for application for this position, but applications will close without further announcement when all the vacancies are filled.)*

##### Terms of Appointment:

Successful candidates will be appointed on non-civil service contract terms up to 31 October 2023. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

**Fringe Benefits:**

- (a) For candidates who work on a full-time basis, 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, equals to 15% of the total basic salary drawn during the contract period.
- (b) Rest days, statutory holidays (or substituted holidays), annual leave, maternity/paternity leave and sickness allowance, where appropriate, will be granted in line with the provisions in the Employment Ordinance.

**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. No.: 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 disabilities, 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 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”.

- (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 mail to the contact address indicated.
- (h) Non-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 Centre 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 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.

Applicants should list in detail the relevant academic/professional attainments and working experiences in the application form. Completed application forms, together with copies of documentary proof of possession of the required academic/professional qualifications (e.g. transcripts, certificates, etc.) and relevant working experiences, should reach the above contact address. Please clearly mark on the envelope “**Application for the position of Full-time/Part-time Contract Dentist (Orthodontics)**”. To avoid 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. Please do not send originals of transcripts/certificates.

Applicants who apply on-line should submit copies of relevant documents to the 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.

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.