



## Non-Civil Service Vacancy

### DEPARTMENT OF HEALTH

#### **Contract Doctor (Vaccination Office)**

#### **Salary:**

Monthly salary at HK\$61,060 - HK\$89,460 depending on relevant qualification and experience, plus end-of-contract gratuity.

#### **Entry Requirements:**

Candidates should –

- (a) **have a medical qualification registrable in Hong Kong under the Medical Registration Ordinance, Cap. 161;**
- (b) **have a good command of spoken and written Chinese and English; and**
- (c) **be able to speak fluent Cantonese.**

#### **Duties:**

A Contract Doctor (Vaccination Office) is mainly deployed on –

- (a) assisting in drawing up strategic framework for implementation, evaluation and enhancement of vaccination programmes;
- (b) assisting in developing guidelines, workflow and information sheets on vaccination programmes specifically for primary schools;
- (c) making professional recommendations on compilation and review of guidelines/protocols, procedures/systems, work flow, information sheets, publicity and promotion activities/materials of vaccination programmes;
- (d) coordinating the planning, operation, monitoring and administration of the vaccination programmes, including consultation and liaison with professionals, communication with stakeholders, development of programme features, publicity and promotion, handling enquiries and complaints from LegCo members, media and the public; and
- (e) compiling returns, statistics, regular reports and analysing the programme data.

#### **Terms of Appointment:**

A successful candidate will be appointed on non-civil service contract terms for 12 months. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

**Fringe Benefits:**

- (a) 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 Telephone Number:**

Appointments Unit, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel: +852 2961 8526)

**Closing Date for Application:**

There is no specific closing date for application for this position, but applications will close without further announcement when all the vacancies are filled.

**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

selection interview/ written examination without being subject to any further shortlisting criteria.

- (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 indicated enquiry address.
- (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) To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

### **How to Apply:**

Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre 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>.

There is no specific closing date for application for this position, but applications will close without further announcement when all the vacancies are filled. Applicants should state in detail in the application form their relevant experience, qualifications and registration number in the Medical Council of Hong Kong under the Medical Registration Ordinance Cap.161.

Completed application forms together with copies of documentary proof of possession of the required academic qualifications (e.g. transcripts, certificates, etc.), enquiry address indicated. Please clearly mark on the envelop **“Application for the post of Contract Doctor (Vaccination Office)”**. Online application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Applicants who apply on-line should submit copies of relevant documents to the enquiry address indicated within one week after the application. Please quote the online application number on the envelop and every page of the copies of the documents. Please do not send originals of transcripts/ certificates.

Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hong Kong Post. Applicants are encouraged to provide their email addresses on the application forms.