Department of Health
Non-Civil Service Vacancy

Administrative Assistant

Salary:
HK$25,595 per month, plus end-of-contract gratuity

Entry Requirements:
Candidates should have -
(a) a bachelor degree, preferably in the related fields of Chinese Language, English Language, Translation, Public Administration, Public Management, Human Resource Management or Public Health from a Hong Kong university, or equivalent (Note 1);
(b) met the language proficiency requirements of Level 2 in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (“CRE”), or equivalent (Note 2); and
(c) one year of full-time work experience.

Other Requirements:
Candidates should also have -
(a) good command of Chinese and English, including Putonghua;
(b) good command of computer skills in the application of MS Office, including Word, Excel and PowerPoint; and
(c) dedicated to contribute towards departmental effort against Coronavirus Disease 2019 (“COVID-19”).

(Notes: (1) See General Note (g) below.
(2) (i) Candidates’ results in the Use of Chinese (“UC”) and Use of English (“UE”) papers of the 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”) is accepted as equivalent to Level 2 in the UC paper of the CRE. Level 5 or above in English Language of the HKDSEE is accepted as equivalent to Level 2 in the UE paper of the CRE.
(iii) Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (“HKALE”) is accepted as equivalent to Level 2 in the UC paper of the CRE. Grade C or above in Use of English of the HKALE or in English Language of the General Certificate of Education (Advanced Level) (“GCE A Level”) is accepted as equivalent to Level 2 in the UE paper of the CRE.
(iv) Candidates with the 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 result is 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, i.e. from 24 July 2020 to 28 July 2020.

(3) **Candidates MUST apply online through the Civil Service Bureau’s website (http://www.csb.gov.hk). Applications submitted by hand, fax, e-mail, or post will not be accepted.**

(4) **Candidates invited for the selection interview may be required to take a written test.**

**Duties:**

An Administrative Assistant mainly assists in -

(a) COVID-19 related duties, including compilation of statistics, liaison with stakeholders, logistic support to quarantine arrangements, handling of enquiries and complaints, procurement of goods and services, office accommodation, etc.;

(b) handling general administration and human resources management matters;

(c) serving as secretary and preparing discussion paper of committees or working groups, coordination work and making logistic arrangement of various meetings;

(d) system / database development and management;

(e) organising, implementing, monitoring and promoting public health activities / programmes; and

(f) supervising junior staff.

(Remarks: May be required to

(1) work irregular hours or perform shift duties to provide 24-hour coverage, work on Saturdays, Sundays and public holidays;

(2) perform duties at airport, boundary control points, Temporary Specimen Collection Centre at AsiaWorld-Expo and quarantine centres; and

(3) attend duties during emergencies.)

**Terms of Appointment:**

Successful candidates will be appointed on non-civil service contract terms up to 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 completion of the full contract period with satisfactory performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund ("MPF") Scheme in respect of the candidates appointed as required by the MPF Schemes Ordinance (Cap. 485), will equal 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 (Cap. 57).

**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 8981)

**Closing Date for Application:**
28 July 2020 (Tuesday)

**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** 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](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.

(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 Administrative Assistant is from 24 July 2020 (Friday) to 28 July 2020 (Tuesday).

Candidates should state in detail on the application form their academic qualifications and relevant work experience (including job title, major duties as well as supervisory duties of the job).

Candidates MUST apply online through the Civil Service Bureau’s website (http://www.csb.gov.hk). Applications submitted by hand, fax, e-mail, or post will not be accepted.

Please do not send any originals of transcripts / certificates / other qualification documents.

Candidates MUST provide their email addresses on the application forms. Candidates who are selected for written examination / interview will normally receive an invitation (by email or by post) in about five weeks from the closing date for application. Those who are not invited for written examination / interview may assume that their applications are unsuccessful.