



Civil Service Vacancy

Dental Hygienist

Salary:

Master Pay Scale Point 5 (HK\$18,965 per month) to Master Pay Scale Point 19 (HK\$41,400 per month) [See Note (1)]

Entry Requirements:

Candidates should –

- (a) have registered with the Dental Council of Hong Kong to practise as a dental hygienist [See Note (2)];
- (b) have met the language proficiency requirements of Level 2 [See Note (3)] or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; and be able to speak fluent English and Cantonese; and
- (c) a pass result in the Basic Law and National Security Law Test (BLNST) [See Note (4)].

Duties:

A Dental Hygienist is mainly deployed on the following duties under the supervision of a Dental Officer –

- (a) cleaning, polishing and scaling of teeth;
- (b) applying prophylactic solutions to teeth;
- (c) taking X-ray films intra-orally or extra-orally for the investigation of lesions or suspected lesions of the mouth, jaws, teeth and associated structures; and
- (d) giving advice on matters relating to dental hygiene.

Notes:

- (1) Subject to the prevailing situation, candidates may be considered for the granting of increments with post-registration experience as a dental hygienist. Please note that applications from the serving civil service Dental Hygienists would not normally be considered.
- (2) Candidates who are expected to meet the requirement within six months after the application may also apply.
- (3) For civil service appointment purpose, ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 is accepted administratively as comparable to ‘Level 2’ in Chinese Language and English Language in the 2007 HKCEE and henceforth.

- (4) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment.

For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

- (5) A Dental Hygienist is required to wear uniform whilst on duty and may be required to work outside normal office hours.

Terms of Appointment:

A new recruit will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

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 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 disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (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) The information on maximum pay point is for reference only and may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) 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.
- (h) 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”.

- (i) 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 above contact address.
- (j) 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 Centres 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 (<http://www.csb.gov.hk>).

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) is to be in use with effect from 26 July 2023. Candidates who make applications 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.

There is no specific closing date for application for this post. Applications, together with copies of their Certificate of Admission to the Roll of Dental Hygienists issued by the Dental Council of Hong Kong, and documentary proof of their language proficiency, submitted in person or by post should reach the above contact address. Please specify the title of the post being applied for on the envelope. To avoid delayed or 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.

For applicants who apply on-line, they should submit copies of the required documents by post to the above 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.

Applicants are encouraged to provide their email addresses on the application forms. 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.