

Government Vacancies Enquiry System

Job Number:	50136
Department:	Health Bureau
Division/Section/Unit:	Resource Management Unit
Job Title:	Executive Assistant (Resource Management)
Salary:	\$35,080 per month
Entry Requirements:	<p>Candidates should -</p> <p>(a) have acquired a bachelor's degree from a local university, or equivalent, preferably in Business Administration, Language Studies or related field;</p> <p>(b) have met the language proficiency requirement of Level 3 or above in Chinese Language and English Language in the HKDSEE or HKCEE (Note 1), or equivalent;</p> <p>(c) have at least two years' post-degree full-time work experience in administration/management in government or sizable public organisations (Note 2);</p> <p>(d) have good command of spoken and written English and Chinese, and possess strong communication, organisational and interpersonal skills;</p> <p>(e) have good computer operation knowledge including MS Word, Excel, PowerPoint and Chinese and English word processing skills; and</p> <p>(f) be able to meet imminent deadlines.</p>
Note:	<p>(1) Grade C in Chinese Language and English Language (Syllabus B) in HKCEE before 2007 are accepted administratively as comparable to "Level 3" in Chinese Language and English Language in the 2007 HKCEE and henceforth.</p> <p>(2) Candidates should state in detail their working experience in the application form.</p>
Duties:	<p>(a) To provide support on resource management matters in respect of government departments under the policy area of health;</p> <p>(b) To assist in coordinating returns related to works projects for the bureau;</p> <p>(c) To perform data compilation and analysis and assist in drafting/preparing submissions;</p> <p>(d) To provide executive and administrative support, including support for meetings; and</p> <p>(e) To perform any other duties as assigned by senior officers.</p>
Terms of Appointment:	Successful candidate will be appointed on non-civil service contract terms for one year. Renewal of contract will be subject to service need and the performance of the candidate.
Fringe Benefits	<p>(a) A gratuity may be granted upon satisfactory completion of contract with consistently high standard of 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 appointee as required by the MPF Schemes Ordinance, will be equal to 10% of the total basic salary drawn during the contract period.</p> <p>(b) 14 days annual leave and full pay sickness allowance whereas rest days, statutory holidays, maternity leave/paternity leave, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance.</p>
General Notes:	<p>(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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. 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".</p> <p>(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 below contact address.</p>
How to apply:	<p>(a) Applicants must apply online through the G.F.340 Online Application System of the Civil Service Bureau (https://www.csb.gov.hk).</p> <p>(b) If applications are late or incomplete, or not made in the prescribed form, or submitted in person, by post, by fax or by email, such applications will NOT be considered.</p> <p>(c) Submission of copies of relevant transcripts/diplomas/certificates/other qualification documents are not required at this stage of application.</p> <p>(d) All applicants must provide clearly their personal Internet email addresses on their application forms. Candidates shortlisted for the recruitment examination and/or selection interview will normally receive an invitation by email within six to eight weeks from the closing date for application. Those who do not receive an invitation may assume that their applications are unsuccessful.</p>
Contact Address:	Health Bureau, 13/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong
Enquiry Telephone:	3509 7905
Closing Date(dd/mm/yyyy):	16/07/2026 23:59:00
Application via Internet:	Online GF340
Advertising Date on Internet:	03/07/2026