

Government Vacancies Enquiry System

Job Number:	49779
Department:	Health Bureau
Division/Section/Unit:	Chinese Medicine Hospital Project Office
Job Title:	Executive Manager
Salary:	HK\$64,780 per month
Entry Requirements:	Candidates should possess – (a) a bachelor's degree from a Hong Kong university, or equivalent; (b) at least six years' full time post-degree working experience of which three years should be related to general administrative and day-to-day management work in the Government/public organisations/University Grants Committee-funded universities (Note 1); and (c) a minimum of Level 3 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent (Note 2).
Note:	1. Candidates should state their working experience in details in the application form. 2. "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.
Duties:	Successful candidates will be deployed to provide executive and administrative support in one or more of the following areas – (a) General office administration (b) Contract management (c) Initiative/project planning and development (d) Procurement administration (e) Project governance (f) Financial management (g) Procurement of furniture and equipment
Terms of Appointment:	Successful candidate will be appointed on non-civil service contract terms up to 31 March 2027.
Fringe Benefits	(a) An end-of-contract gratuity may be granted upon satisfactory completion of the contract. 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. (b) Rest days, statutory holidays, annual leave, maternity leave, paternity leave, sickness allowance, where appropriate, will be granted on terms not less favourable than the provisions of the Employment Ordinance.
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 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 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 https://www.csb.gov.hk under "Administration of the Civil Service - Appointments". (g) The personal data provided by job applicants will be used by the Health Bureau for recruitment and employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for related purposes as may be necessary. For correction of or access to personal data, please write to the Data Protection Officer of Health Bureau by fax at 2541 3352, by email to enquiry@healthbureau.gov.hk , or by post to 18/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please visit Health Bureau's website (https://www.healthbureau.gov.hk) for its personal data privacy protection policy. (h) 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. (i) Towards the application deadline, our 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:	(a) Applicants must apply online through the G.F. 340 Online Application System of the Civil Service Bureau (https://www.csb.gov.hk). (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. (c) Submission of copies of relevant transcripts/ diplomas/ certificates/other qualification documents are not required at this stage of application. (d) All applicants must provide clearly their personal Internet email addresses on their application forms. Candidates who are selected for interview will normally receive an invitation by email within six weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.
Contact Address:	Mailbox no. 1301, 13/F, The HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Enquiry Telephone:	2127 4614
Closing Date(dd/mm/yyyy):	03/03/2026 23:59:00
Application via Internet:	Online GF340
Advertising Date on Internet:	02/03/2026