



CORRECTIONAL SERVICES DEPARTMENT

(Civil Service Vacancies)

Dispenser

Salary: Master Pay Scale Point 8 (\$14,065) to Master Pay Scale Point 21 (\$28,065) per month.

Entry requirements:

(A)(a) a Certificate in Dispensing Studies from the Vocational Training Council, or equivalent [General Note (a)]; and (i) completed the 3-year on-the-job training in dispensing organised by the Hospital Authority, or (ii) 3 years' on-the-job training in dispensing in recognised institutions 1 year of which should be post-certificate; or (b) a Higher Diploma in Pharmaceutical Technology (Western Medicine Stream) from the Hong Kong Institute of Vocational Education [Note (i)], or equivalent; and (B) meet the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) [Note (ii)], or equivalent.

- [Note :**
- (i) Those candidates who are 2010 graduates of Higher Diploma in Pharmaceutical Technology (Western Medicine Stream) may also apply. They will only be considered for appointment subject to their obtaining the requisite qualifications.
 - (ii) For civil service appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
 - (iii) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the recruitment interview will be assessed on their BL knowledge through a written test to be conducted immediately before or after the recruitment interview. The BL test result will be one of the considerations to assess the suitability of a candidate.]

Duties:

(a) Support the function and operation of clinic dispensaries and/or hospital pharmacies; (b) be responsible to the Superintendent (Nursing & Health Services) and the Heads of Penal Institutions for proper administration and operations of the dispensaries in penal institutions; and (c) give advice on and carry out any other drug-related duties as directed. **[Note:** (i) Subject to the provisions of the Prisons Ordinance; (ii) may be required to work irregular hours; and (iii) to work at institutions as assigned.]

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.

Address and Enquiry Tel. No.: Appointments Unit, Correctional Services Department Headquarters, 23/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong (Tel.: 2582 5112).

Closing Date for Application: 12 August 2010

General Notes:

- (a) 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 post to the above address, with specification of their Hong Kong Permanent Identity Card nos. and on-line application nos., if applicable. **Copies of local qualification documents are not required at this stage of application.**
- (b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (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 the 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 the recruitment 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 without being subject to further shortlisting.
- (i) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (j) 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: Application Forms [G.F. 340 (Rev.3/2008)] are obtainable from any Public Enquiry Service 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>). Completed forms should reach the above address on or before the closing date for application (according to postmark for submissions by post). Please state "Application for the post of Dispenser" on the envelope. On-line applications can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Applications submitted by fax or e-mail will not be accepted. Candidates who are selected for interview will normally receive an invitation within two months from the closing date for application. For enquiries, please call the telephone number indicated.