

INTELLECTUAL PROPERTY DEPARTMENT
Non-Civil Service Vacancies

Contract Senior Solicitor
(Salary: \$120,520 per month)

Entry Requirements:

Candidates should be-

- (a) (i) solicitor with at least five years' professional experience since admission in Hong Kong or a recognised jurisdiction as stipulated under Section 2A and Schedule 2 of the Legal Officers Ordinance (Cap. 87); or
- (ii) barrister with at least six years' professional experience since attaining the right to full practice in Hong Kong or a recognized jurisdiction as stipulated under Section 2A and Schedule 2 of the Legal Officers Ordinance (Cap. 87);
- (b) have met the language proficiency requirements of 'Level 2' result in the Use of English (UE) paper and 'Level 1' result in the Use of Chinese (UC) paper in the Common Recruitment Examination (CRE) *Note (1)*, or equivalent *Note (2)*.

Notes:

- (1) *The results of the UE and UC papers in the CRE are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest.*
- (2) *For non-civil service appointment purposes, the equivalent of the language proficiency requirements are as follows—*

UE Paper in CRE

(a) Equivalent of 'Level 2' result

- (i) *Level 5 or above in English Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or*
- (ii) *Grade C or above in Use of English of the Hong Kong Advanced Level Examination (HKALE); or*
- (iii) *Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level); or*
- (iv) *an 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, and such IELTS result must remain valid on any date during the application period (i.e. 9 June to 31 July 2023).*

(b) Equivalent of 'Level 1' result

- (i) *Level 4 in English Language of the HKDSEE; or*
- (ii) *Grade D in Use of English of the HKALE; or*
- (iii) *Grade D in English Language of the GCE A Level*

UC Paper in CRE

(a) Equivalent of 'Level 2' result

- (i) Level 5 or above in Chinese Language of the HKDSEE; or*
- (ii) Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the HKALE*

(b) Equivalent of 'Level 1' result

- (i) Level 4 in Chinese Language of the HKDSEE; or*
- (ii) Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE*

Special Notes:

(a) Candidates should have good comprehensive, analytical, research and writing skills, and be able to explain complicated issues in clear terms.

(b) Knowledge of and possession of experience in intellectual property law will be advantages.

Duties of Contract Senior Solicitor:

A Contract Senior Solicitor is mainly deployed on more complex duties of intellectual property legal and policy work relating to formulation of legal and policy advice as well as legislative proposals, registration of trade marks, patents, designs and copyright licensing bodies, discharge of quasi-judicial functions, provision of civil legal advisory services to the Government, and promotion of intellectual property protection, management, commercialisation and trading.

Terms of Appointment:

Successful candidates will be appointed on non-civil service contract terms for two years. Renewal of contract will be subject to the service need of the Department and the performance of the candidate.

Fringe Benefits:

An end-of-contract gratuity may be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, if granted, plus any contribution made by the Government to the Mandatory Provident Fund Scheme, will be equal to the 15% of the total basic salary drawn during the contract period.

14 days paid annual leave. Sickness allowance, rest days, statutory holidays and paternity/maternity leave, where appropriate, will be granted in line with the provisions of the Employment Ordinance (Cap. 57).

How to Apply:

- (a) Application Forms [G.F. 340 (Rev. 3/2013)] are obtainable from any Home Affairs Enquiry Centre 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 web site (<http://www.csb.gov.hk>).

- (b) **Completed application form [G.F. 340 (Rev. 3/2013)] and a full curriculum vitae (C.V.)** should reach the Contact Address not later than **31 July 2023 6:00 p.m. Hong Kong Time.** **Please mark “Application for the Post of Contract Senior Solicitor” on the envelope.** For submission by post, the postmark date on the envelope will be regarded as the date of submission of application form and/ or copies of supporting documents. 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 is affixed before posting. *Underpaid mail items will be returned or disposed of by the Hongkong Post, where appropriate.* The C.V. (with copies of academic and employment certificates and transcripts) should include the following-
- (i) gradings of the subjects taken in public examinations from secondary education onwards (with exact dates of scoring the result);
 - (ii) results in LLB, CPE, PCLL and other relevant qualifications, listing the gradings of the subjects taken;
 - (iii) results of the CRE language papers (or equivalent);
 - (iv) admission certificate with exact date and place of admission or call;
 - (v) employment records with detailed description of duties; and
 - (vi) a written submission indicating the qualities and the relevant experience possessed by the candidate which would qualify him or her for appointment.
- (c) On-line application can also be made through the Civil Service Bureau’s website at <http://www.csb.gov.hk>. Candidates who apply on-line should submit their C.V. and copies of the required supporting documents by post with sufficient postage to the Contact Address **within one week after the close of application period**. On-line application number should be quoted on the envelope and the copies of every page of their supporting documents. Please specify on the envelope **“Application for the Post of Contract Senior Solicitor”**.
- (d) Applications which are late, incomplete, not duly signed, submitted by fax or email, or not made in the prescribed form [G.F. 340 (Rev. 3/2013)] will NOT be considered. If the required C.V. and supporting documents are not provided/sufficient, or are submitted after the closing date for application, such applications will NOT be considered. If full records of employment, academic and professional qualifications, professional experience and Chinese and English language proficiency level are not provided or if it is not clear from the applications that the entry requirements are met, the applications will NOT be considered.
- (e) If candidates do not receive an acknowledge slip/a confirmation e-mail within five working days after the closing date for application, please contact the Administration Unit at 3520 0747/3520 0740 immediately. Candidates who are selected for interview will normally receive an invitation in about ten to fourteen weeks after the closing date for application. Candidates may be required to complete a written work during the interview. Those who are not invited for interview may assume that their applications are unsuccessful. As invitations will be issued by post or by email, applicants should ensure accuracy in the relevant addresses and that their email accounts can receive incoming emails properly.

Contact Address:

Administration Unit, Intellectual Property Department, 25/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong

Enquiry Telephone: 3520 0747/ 3520 0740

Closing Date for Application: 31 July 2023 6:00 p.m. (Hong Kong time)

Newspapers Advertised (with date(s)): Ming Pao Daily News (9, 23 June 2023 and 14 July 2023) and South China Morning Post (10, 17, 24 June 2023 and 1, 15, 22 July 2023)

ALL APPLICATIONS WILL BE HANDLED IN STRICT CONFIDENCE.

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) 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 recruitment test(s) and/or interview(s).
- (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 recruitment test(s) and/or interview(s) 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 <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.

- (g) Holders of academic qualifications other than those obtained from Hong Kong institution/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 diplomas/ certificates, official transcripts of studies and official documents issued by the relevant academic institutions stating the mode of delivery (e.g. full time/ part time, on campus/ distance learning, etc.) of the study programmes by mail to the Contact Address. Candidates who apply on-line should mark “*Application for the Post of Contract Senior Solicitor*” on the envelope and quote the on-line application number on the copies of every page of their supporting documents.
- (h) Towards the application deadline, the on-line system would probably be overloaded due to a large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.