

**The Government of the Hong Kong Special Administrative Region
of the People's Republic of China**

**INTELLECTUAL PROPERTY DEPARTMENT
Non-Civil Service Vacancies**

Post : Senior Patent Examiner

Salary:

\$82,330 per month

Entry Requirements:

Candidates should have –

- (a) a bachelor's degree with second class honours or above in one or more subject(s) in the field of Chemistry, Electricity and/or Mechanical Engineering* from a local university in Hong Kong, or equivalent (see item (b) of “How to Apply” below); and
- (b) (i) at least four years of experience in substantive examination of patent applications in an intellectual property/patent office (“substantive examination experience”); or
- (ii) at least six years of experience in prosecuting tasks relating to substantive examination of patent applications in English or Chinese, including but not limited to drafting patent specification and claims, providing advice on issues on patentability, prosecution of patent applications and other pre-grant or post-grant patent related issues, such as patent validity (“patent prosecution experience”); or
- (iii) at least five years of substantive examination experience and patent prosecution experience, with a minimum of two years of substantive examination experience.

** The three major fields of Chemistry, Electricity and Mechanical Engineering are broadly classified to include, but not limited to, the following technical subjects:*

| Fields | Chemistry | Electricity | Mechanical Engineering |
|---------------------------|---|--|---|
| Technical Subjects | <i>Applied Biology;</i> <i>Applied Chemistry;</i> <i>Biochemistry;</i> <i>Bioengineering;</i> <i>Biological Science;</i> <i>Biomedical Engineering;</i> <i>Biomedicine;</i> <i>Biotechnology;</i> <i>Cell and Molecular Biology;</i> <i>Chemical Engineering;</i> <i>Chemical Technology;</i> <i>Chemistry;</i> <i>Chinese Medicine;</i> <i>Environmental Science;</i> <i>Food Science;</i> <i>Green Energy Science;</i> <i>Life Science;</i> <i>Medical Engineering;</i> <i>Medical Technology;</i> <i>Medicine;</i> <i>Pharmacology;</i> <i>Pharmacy</i> | <i>Applied Physics;</i> <i>Computer Engineering;</i> <i>Computer Science;</i> <i>Electrical Engineering;</i> <i>Electricity;</i> <i>Electronic Engineering;</i> <i>Information Engineering;</i> <i>Information Technology;</i> <i>Internet & Multimedia Technologies;</i> <i>Physics;</i> <i>Telecommunication</i> | <i>Civil Engineering;</i> <i>Materials Engineering;</i> <i>Materials Science;</i> <i>Mechanical Engineering;</i> <i>Mechatronic Engineering</i> |

Notes:

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

Duties:

A Senior Patent Examiner is mainly deployed on performing the duties under the Patents Ordinance (Cap. 514) in relation to substantive examination of original grant patent applications and short-term patents, provision of technical input and all necessary assistance in relation to hearings and other examination tasks, as well as providing support in the operation and management of the substantive examination team, and promotional and industry development activities.

Note: Appointed candidates will be subject to redeployment to different sections of the Original Grant Patent Team or other duties at the discretion of the Department.

Terms of Appointment:

Successful candidates will be appointed on non-civil service contract terms for one year. Renewal of contract will be subject to the service needs 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 a Mandatory Provident Fund (“MPF”) Scheme in respect of an appointee as required by the MPF Schemes Ordinance (Cap. 485), will be equal to 15% of the total basic salary drawn during the contract period.

12 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) Applicants must apply online through the **G.F. 340 Online Application System** of the Civil Service Bureau (<https://www.csb.gov.hk>).

(b) **A full curriculum vitae (C.V.) setting out -**

(1) local academic qualification; **and/or**

(2) overseas academic qualification **(with scanned copies of certificates and transcripts); and**

(3) employment records with detailed description of duties and experience **(with scanned copies of documentary proof of the working experience),**

must be submitted by email to the designated email address (adminunit.pr@ipd.gov.hk) **within one week after the close of the application period.** The title of the post being applied for and the on-line application number should be quoted in the e-mail and copies of the supporting documents. 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. Candidates should submit scanned copies of their diplomas / certificates, official transcripts of studies and official documents stating the mode of delivery (e.g. full time / part time, on campus / distance learning, etc.) of the study programmes to the designated email address (adminunit.pr@ipd.gov.hk). To facilitate the assessment of the qualifications, candidates should provide the above documents for all other relevant qualifications obtained as far as possible. Candidates who hold academic qualifications awarded by local institutions/ Hong Kong Examinations and Assessment Authority are not required to submit photocopies of the official transcripts and certificates at this stage of application.

(c) Applications which are incomplete or submitted in person, by post, by fax or by e-mail will NOT be considered. If the required C.V. and the supporting documents are not provided/sufficient, or are submitted after the stipulated deadline, such applications will NOT be considered. If it is not clear from the applications that the entry requirements are met, the applications will NOT be considered.

- (d) All relevant academic qualifications and professional experience should be obtained on or before the closing date for application. Qualifications and professional experience obtained after the closing date for application will NOT be considered.
- (e) Candidates who are selected for interview will normally receive an invitation in about eight to twelve 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 email, candidates should provide an accurate email address. To avoid missing any invitation or notification, candidates are responsible for (a) ensuring that the settings of their email accounts do not block emails from any of the Enquiry Email Addresses; and (b) checking each incoming mailbox (including the spam folder) regularly.

Contact Address:

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

Enquiry Telephone:

3520 0740 / 3520 0747

Enquiry Email Address:

adminunit.pr@ipd.gov.hk

Closing Date for Application:

13 February 2026 6:00 p.m. (Hong Kong Time)

Newspapers Advertised in Hong Kong (with date(s)):

Ming Pao Daily News (23 January 2026) and South China Morning Post (24 and 31 January 2026)

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 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 recruitment tests 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 the selection interview/written examination 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) Towards the application deadline, the online application system would likely 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.

中華人民共和國香港特別行政區政府

知識產權署
非公務員職位空缺

職位：高級專利審查主任

薪酬：

月薪 82,330 元

入職條件：

申請人必須：

- (a) 持有香港本地大學頒授的二級榮譽或以上學士學位，有關學位須修讀一項或多於一項屬化學、電子及／或機械工程*領域的科目，或具備同等學歷(見下述申請手續(b)項)；以及
- (b) (i) 具備最少四年在知識產權局／專利當局所獲取的專利申請實質審查經驗(“實質審查經驗”)；或
- (ii) 具備最少六年以中文或英文從事處理專利申請中關於實質審查的工作(包括但不限於草擬專利說明書及權利要求)的經驗，或以中文或英文就可享專利性、專利申請及其他關於專利批予前或批予後的事宜(例如專利有效性)提供意見的經驗(“從事專利事務經驗”)；或
- (iii) 具備最少五年實質審查及從事專利事務經驗，當中最少兩年為實質審查經驗。

*化學、電子及機械工程這三大領域基本上包括但不限於下列技術性科目：

| 領域 | 化學 | 電子 | 機械工程 |
|-------|---|---|--|
| 技術性科目 | 應用生物學、 應用化學、 生物化學、 生物工程、 生物科學、 生物醫學工程、 生物醫學、 生物技術、 細胞及分子生物學、 化學工程、 化學科技、 化學、 中醫學、 環境科學、 食品科學、 綠色能源科學、 生命科學、 醫學工程、 醫療技術、 醫學、 藥理學、 藥劑學 | 應用物理學、 計算機工程、 計算機科學、 電機工程、 電力學、 電子工程、 信息工程、 資訊科技、 互聯網及多媒體技術、 物理學、 電訊學 | 土木工程、 材料工程、 材料科學、 機械工程、 機械電子工程 |

註：

申請人須具備良好理解、分析、研究和表達技巧，並能夠清楚解釋複雜的問題及議題。

職責：

高級專利審查主任主要負責執行《專利條例》(第 514 章)所訂的職責，有關職責為就原授專利申請及短期專利進行實質審查，就聆訊和其他審查工作提供技術支援和其他所需協助，並就實質審查組之運作和管理事宜，以及推廣及產業發展活動提供協助。

註：獲取錄的申請人須按照部門的安排調配至原授專利組的不同組別或履行其他職責。

聘用條款：

獲取錄的申請人將按非公務員合約條款受聘，為期一年。合約屆滿後，是否獲續聘，須視乎屆時本部門的服務需求及受聘者的工作表現而定。

福利：

獲聘者如能圓滿地完成合約，並在合約期內一直維持令人滿意的工作表現及操守，將可於合約期屆滿時獲發約滿酬金。獲聘者如獲發約滿酬金，其金額連同政府根據《強制性公積金計劃條例》(第 485 章)的規定為獲聘者向強制性公積金計劃所作的供款，將相等於獲聘者在合約期內所支底薪總額的 15%。

有薪年假為 12 天。根據《僱傭條例》(第 57 章)有關條文的規定，受聘人在適當情況下可享有疾病津貼、休息日、法定假日及侍產 / 產假。

申請手續：

- (a) 申請人必須透過公務員事務局的 G.F. 340 網上申請系統 (<https://www.csb.gov.hk>)作網上申請。
- (b) 申請人必須在截止申請日期後一星期內，把一份詳盡的履歷，透過電郵遞交至 adminunit.pr@ipd.gov.hk。履歷必須列明：
 - (1) 本地學歷；及/或
 - (2) 海外學歷(請提供成績單和證書副本)；以及
 - (3) 就業記錄連同詳細的職責及經驗說明(請提供有關工作經驗證明文件副本)。

請在電郵標題、履歷及證明文件副本註明網上申請職位名稱及網上申請編號。持有本港以外學府／非香港考試及評核局頒授的學歷人士亦可申請，惟其學歷必須經過評審以確定是否與職位所要求的本地學歷水平相若。有關申請人須遞交文憑／證書、修業成績單以及有關院校發出列明上課方式(例如全日制／兼讀制、在當地院校授課/遙距授課等)的正式文件掃描副本到指定電郵地址 (adminunit.pr@ipd.gov.hk)。申請人也應盡可能提供所有

其他有關的學歷證明文件副本，以便進行學歷評審的工作。至於本地學歷，申請人在現階段毋須遞交證明文件副本。

- (c) 申請書如資料不全或以郵寄、傳真或電郵方式遞交，概不受理。申請人如沒有提交或提交不齊全的履歷或相關證明文件，或履歷或相關證明文件在截止日期之後才以電郵方式遞交，有關申請將不獲受理。申請書所填寫的資料未能清楚顯示申請人符合本職位所規定的人職條件，將不獲受理。
- (d) 申請人所有學歷及專業經驗以截止申請日期或之前為準，截止申請日期後所獲得的學歷及經驗將不獲考慮。
- (e) 申請人如獲選參加面試，通常會在截止申請日期後約八至十二個星期內接獲邀請。申請人或須在面試時完成一份書面作業。申請人如沒有接獲邀請，可視其申請為落選。由於有關邀請將以電郵方式送出，申請人須於申請書上提供正確的電郵地址。為免錯失任何邀請信或通知信，申請人有責任確保其電郵帳戶的設定不封鎖來自任何下述查詢電郵地址的電郵，以及定時檢查各收件郵箱(包括濫發郵件匣)。

聯絡地址：

香港灣仔皇后大道東 213 號胡忠大廈 25 樓知識產權署行政組

查詢電話：

3520 0740 / 3520 0747

查詢電郵地址：

adminunit.pr@ipd.gov.hk

截止申請日期：

2026 年 2 月 13 日香港時間下午六時正

刊登職位的報章(及日期)：

明報 (2026 年 1 月 23 日) 及南華早報 (2026 年 1 月 24 及 31 日)

所有申請均會絕對保密處理。

附註：

- (a) 除另有指明外，申請人於獲聘時必須已成為香港特別行政區永久性居民。
- (b) 作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請本欄內的職位。
- (c) 非公務員職位**並不是**公務員編制內的職位。應徵者如獲聘用，將**不會**按公務員聘用條款和服務條件聘用。獲聘的應徵者**並非**公務員，**並不會**享有獲調派、晉升或轉職至公務員職位的資格。
- (d) 入職薪酬、聘用條款及服務條件，應以獲聘時之規定為準。
- (e) 如果符合訂明入職條件的應徵者人數眾多，招聘部門可以訂立篩選準則，甄選條件較佳的應徵者，以便進一步處理。在此情況下，只有獲篩選的應徵者會獲邀參加招聘測試／面試。
- (f) 政府的政策是盡可能安排殘疾人士擔任適合的職位。殘疾人士申請職位，如其符合入職條件，毋須再經篩選，便會獲邀參加測試／面試。在適合受聘而有申報為殘疾的申請人和適合受聘程度相若的其他申請人當中，招聘當局可給予前者適度的優先錄用機會。有關政府聘用殘疾人士的政策及其他相關措施載列於《用人唯才：殘疾人士申請政府職位》的資料冊內。申請人可於公務員事務局互聯網站參閱該資料冊，網址如下：
<https://www.csb.gov.hk> 內的“公務員隊伍的管理-聘任”。
- (g) 在臨近截止申請日期，接受網上申請的伺服器可能因為需要處理大量申請而非常繁忙。申請人應盡早遞交申請，以確保在限期前成功於網上完成申請程序。