

INTELLECTUAL PROPERTY DEPARTMENT

Civil Service Vacancies

Solicitor

Salary

Master Pay Scale Point 32 (\$46,230) to Master Pay Scale Point 44 (\$73,500) per month; entry point depends on professional experience – see Note (1). Candidates may be granted increments for relevant experience in excess of the stipulated minimum.

Entry Requirements

Candidates must -

- (a) (i) be solicitors admitted in a recognized jurisdiction as stipulated under Section 2A and Schedule 2 of the Legal Officers Ordinance; or
- (ii) be barristers with one year's professional experience since attaining the right to full practice in a recognized jurisdiction as stipulated under Section 2A and Schedule 2 of the Legal Officers Ordinance^{Note (1)}; and
- (b) have attained 'Level 2' result in the Use of English paper and 'Level 1' result in the Use of Chinese paper in the Common Recruitment Examination (CRE)^{Note (2)}, or equivalent^{Notes (3) to (4)}.

Notes:

- (1) Barristers with right to full practice but who do not possess one year's professional experience since attaining this right may also apply. If selected, they will enter at an appropriate point below the minimum of the Solicitor pay scale.
- (2) The results of the Use of Chinese (UC) and Use of English (UE) papers in CRE are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest.
- (3) Grade 'C' or above and Grade 'D' in Use of English of the Hong Kong Advanced Level Examination (HKALE), or equivalent, are accepted as equivalent to 'Level 2' and 'Level 1' results respectively in the UE paper of the CRE. 'Grade C' or above and 'Grade D' in Chinese Language and Culture or Chinese Language and Literature of the HKALE are accepted as equivalent to 'Level 2' and 'Level 1' results respectively in the UC paper of the CRE.
- (4) Applicants with 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 are considered as having met the English language proficiency requirement under item (b) of the entry requirements. The IELTS test result must be valid on the starting day of the application period, i.e. 26 February 2010.
- (5) 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 of all civil service jobs. Results of the BL test for degree / professional grades will be one of the considerations to assess the suitability of a candidate but will not affect his / her eligibility for applying for civil service jobs. As a general principle, the main consideration for suitability for appointment remains a candidate's qualification, experience and caliber.

Duties

Mainly deployed on intellectual property legal work such as formulating policies, preparing law drafting instructions, administering the Trade Marks Ordinance, Patents Ordinance, Registered Designs Ordinance, Copyright Ordinance and Lay-out Design (Topography) of Integrated Circuits Ordinance, exercising quasi-judicial functions and handing down written decisions, providing legal advisory services to government, and promoting intellectual property management.

Prospects

Promotion opportunities to the rank of Senior Solicitor may arise after satisfactory service. The current starting salary of Senior Solicitor is \$76,155 per month. Appointees may also have opportunities to encounter personalities of the international intellectual property community and to participate in overseas conferences.

Terms of Appointment

A new appointee will be appointed on civil service probationary terms for three years. Upon passage of the probation bar, the officer may be appointed on 3-year agreement prior to consideration for appointment on the prevailing permanent terms.

How to Apply

- (a) Completed application form [G.F. 340 (Rev.3/2008)] and a full curriculum vitae (C.V.) should reach the address below on or before **31 March 2010**. The C.V. should at least include the following information -
- (i) grading of the subjects taken in public examinations from secondary education onwards (with copies of certificates);
 - (ii) results in LLB, CPE, PCLL, Law Society Final and Bar Final examinations and other relevant qualifications, listing the grading of the subjects taken (with copies of transcripts and certificates);
 - (iii) results of CRE language papers and Basic Law Test ^{Note (5)} (if any) (with copies of supporting documents);
 - (iv) exact date and place of admission or call (with copies of supporting documents);
 - (v) employment records with detailed description of duties; and
 - (vi) a written submission indicating the qualities possessed by the candidate which would qualify him or her for appointment.
- (b) The application form [G.F. 340 (Rev.3/2008)] is 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 form can also be downloaded from the Civil Service Bureau's website at <http://www.csb.gov.hk>.
- (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. by post to the Administration Unit, Intellectual Property Department, 25/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong, or by fax to 2574 9102 not later than **31 March 2010**. Please specify on the envelope "Application for the post of Solicitor".
- (d) Candidates who are selected for interview will normally receive an invitation in about eight to ten weeks after the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Address and Enquiry Telephone

Administration Unit, Intellectual Property Department, 25/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Enquiries : 2961 6887).

Closing Date for Application: 31 March 2010.

Newspapers Advertised (with date): Ming Pao Daily News (26 February 2010) and South China Morning Post (27 February 2010)

ALL APPLICATIONS WILL BE HANDLED IN STRICT CONFIDENCE.

General Notes

- (a) 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.
- (b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (c) 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.
- (d) The information on maximum pay point is for reference only. It may be subject to change.
- (e) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (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.
- (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 or by fax to the above enquiry address.
- (h) Towards the application deadline, our on-line system would likely to 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.