

INTELLECTUAL PROPERTY DEPARTMENT

Civil Service Vacancy

Senior Solicitor

Salary

Master Pay Scale Point 45 (\$82,975) to Master Pay Scale Point 49 (\$95,595) per month

Entry Requirements

Candidates must -

- (a) (i) be solicitors with at least 5 years' professional experience since admission in a recognized jurisdiction as stipulated under Section 2A and Schedule 2 of the Legal Officers Ordinance; or
- (ii) be barristers with at least 6 years' professional experience after attaining the right to full practice in a recognized jurisdiction as stipulated under Section 2A and Schedule 2 of the Legal Officers Ordinance; and
- (b) have '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 (1)}, or equivalent ^{Note (2)}. Candidates who do not have 'Level 1' result in the CRE Use of Chinese paper but have attained Level 2 or above in Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE) ^{Note (3)}, or equivalent, may also apply.

Notes:

- (1) Candidates' results of the Use of Chinese (UC) and Use of English (UE) papers are classified as 'Level 2', 'Level 1' or 'Fail', with 'Level 2' being the highest.
- (2) Grade 'C' or above and Grade 'D' in Use of English of the Hong Kong Advanced Level Examination (HKALE) 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. Grade 'C' or above in English Language of the General Certificate of Education (Advanced Level) is accepted as equivalent to 'Level 2' in the UE paper in the CRE. 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 is considered as having met the English language proficiency requirement of the Senior Solicitor post. The IELTS test result must be valid on the starting day of the application period, i.e. 6 January 2012.
- (3) For civil service appointment purpose, 'Grade E' in Chinese Language in previous HKCEE is accepted administratively as comparable to 'Level 2' in Chinese Language in the 2007 HKCEE and thereafter.
- (4) 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 calibre.

Duties

A Senior Solicitor is mainly deployed on intellectual property legal work relating to policy formulation and law-making, registration of trademarks, patents and designs, quasi-judicial tribunal hearings, civil legal advisory services to government departments and bureaux and public education of intellectual property management.

Terms of Appointment

A new appointee will be appointed on three years' civil service agreement terms. A gratuity may be granted upon satisfactory completion of the contract with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government contribution to the Mandatory Provident Fund Scheme, equals 15% of the total basic substantive salary drawn during the contract period. Upon satisfactory completion of the three years' civil service agreement terms, the officer may be appointed on the prevailing permanent terms.

Training and Development

We offer excellent training opportunities and exposure to high-quality work. We invest heavily in in-house training and in providing opportunities to attend local as well as regional and international seminars and workshops on intellectual property. The successful candidate would work with a highly experienced and knowledgeable team of IP lawyers.

How to Apply

- (a) Candidates should apply in writing with **a completed application form [G.F. 340 (Rev.1/2011)] and a full C.V. to the address below on or before 16 February 2012** (according to postmark). Please specify on the envelope "Application for the post of Senior Solicitor". The C.V. should at least include the following information -
 - (i) gradings of 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 gradings of the subjects taken (with copies of transcripts and certificates);
 - (iii) exact date and place of admission or call (with copies of supporting documents); and
 - (iv) employment records with detailed description of duties.
- (b) The application form [G.F. 340 (Rev.1/2011)] is obtainable from any Public Enquiry Service Centre of District Offices, Home Affairs Department or any Job Centre 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. and the above documents by post **within one week after the close of application period** to the Administration Unit, Intellectual Property Department, 25/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. The on-line application number should be quoted on the envelope and the copies of supporting documents. **If candidates fail to provide the C.V. and /or submit the completed application form [G.F. 340 (Rev. 1/2011)] as requested, their applications will not be considered.**
- (d) Candidates who are selected for interview will normally receive an invitation in about six to eight 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 6814).

Closing Date for Application: 16 February 2012.

Newspapers Advertised (with date): Ming Pao Daily News (6 January 2012 and 3 February 2012) and South China Morning Post (7 January 2012, 14 January 2012, 4 February 2012 and 11 February 2012)

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) 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 monthly salary and 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, shortlisting criteria may be devised to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the 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) 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 to the above address.
- (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.