

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

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

**Post: Chief Patent Examiner  
(Salary: \$126,220 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 fields of Chemistry, Electricity and/or Mechanical Engineering\* from a local university in Hong Kong, or equivalent; and
- (b) (i) at least ten years of experience in substantive examination of patent applications in an intellectual property/patent office (“substantive examination experience”), with a minimum of five years of experience in senior position(s); or  
  
(ii) at least twelve years of substantive examination experience and 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, with a minimum of five years of substantive examination experience in senior position(s).

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

<b>Fields</b>	<b>Chemistry</b>	<b>Electricity</b>	<b>Mechanical Engineering</b>
<b>Technical Subjects</b>	<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 &amp; 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—*

- (a) possess good comprehensive, analytical, research and presentation skills capable of explaining complicated / technical issues in clear terms; and*
- (b) strong leadership, supervisory and managerial skills.*

**Duties of Chief Patent Examiner**

A Chief Patent Examiner is responsible for overseeing the operation and management of the Substantive Examination Team (“SE Team”) of the Patents Registry, and is tasked with duties including, but not limited to, providing technical support and advice in review cases and quasi-judicial hearings in relation to original grant patent applications and short-term patents under the Patents Ordinance (Cap. 514), providing support in hearings-related matters, reviewing and monitoring the quality of the examination work of Senior Patent Examiners and Patent Examiners, planning and conducting capacity building of the SE Team, issuing and updating the examination guidelines as well as handling other strategic, developmental and operational matters of the Patents Registry.

**Terms of Appointment:**

Successful candidates will be appointed on non-civil service contract terms for three years.

### **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) **Completed application form** [G.F. 340 (Rev. 3/2013)] and a full curriculum vitae (C.V.) should be sent to the Administration Unit, Intellectual Property Department on 25/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong not later than **20 July 2022 6:00 p.m. Hong Kong Time**. *Please ensure that sufficient postage is paid if the application is sent by post. Underpaid mail items will be returned or disposed of by the Hongkong Post.* The C.V. should at least include the following details:-
- (i) local/overseas academic qualification (**with copies of certificates and transcripts**); and
  - (ii) employment records with detailed description of duties and experience (**with copies of documentary proof of the working experience**).
- (b) Physical copy of the 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 of the Hong Kong Special Administrative Region. The said form can also be downloaded from the Civil Service Bureau's web site of the Hong Kong Government (<http://www.csb.gov.hk>).
- (c) On-line application can also be made through the Hong Kong Civil Service Bureau’s website at <http://www.csb.gov.hk>. Candidates who apply on-line should submit their C.V. by post with sufficient postage to the Administration Unit, Intellectual Property Department, 25/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong or by email to [adminunit.pr@ipd.gov.hk](mailto:adminunit.pr@ipd.gov.hk) **within one week after the close of application period.**

On-line application number should be quoted on the envelope and the copies of supporting documents. Please specify on the envelope/email subject **“Application for the post of Chief Patent Examiner”**. If candidates fail to provide the supporting documents as required, their applications will not be considered.

- (d) If candidates do not receive an acknowledge slip/a confirmation e-mail within ten working days after the closing date for application, please contact the Administration Unit at (852) 3520 0740 immediately. Candidates who are selected for interview will normally receive an invitation in about eight to twelve weeks after the closing date for application. 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 provide

accurate correspondence address and email address and ensure that their email accounts can receive incoming emails properly.

- (e) **Applications with incomplete, unclear information or without the required copies of the above documents will not be considered.**

**Address and Enquiry:**

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

(Enquiries: (852) 3520 0740/ Email: [adminunit.pr@ipd.gov.hk](mailto:adminunit.pr@ipd.gov.hk) ).

**Closing Date for Application: 20 July 2022 6:00 p.m. Hong Kong Time**

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

Ming Pao Daily News (20 May 2022) and South China Morning Post (21 and 28 May 2022)

**ALL APPLICATIONS WILL BE HANDLED IN STRICT CONFIDENCE.**

**General Notes:**

- (a) Persons who are not permanent residents of Hong Kong Special Administrative Region ("HKSAR") may also apply for this vacancy but will be appointed only when no suitable and qualified candidates who are permanent residents of the HKSAR are available.
- (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 examination and/or interview.

- (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. Candidates who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other candidates 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 official transcripts and certificates by mail to the above address.
- (h) 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.