



## **Department of Health**

The Government of the Hong Kong Special Administrative Region

### **Non-civil Service Vacancy**

#### **Controller, Hong Kong Centre for Medical Products Regulation**

##### **Salary :**

HK\$256,985 per month

##### **Entry Requirements:**

Candidates should possess –

- (a) a Bachelor or post-graduate degree in medicine or pharmacy from a university in Hong Kong or an equivalent degree from a university outside Hong Kong;
- (b) at least 15 years of professional, administrative and/or managerial experience in senior positions in the field(s) of pharmaceutical/medicinal products and/or medical devices, including at least 3 years of experience in one or more medical product regulatory authorities;
- (c) portfolios that demonstrate leadership, analytical, and management capabilities, good communication and public speaking skills;
- (d) strong international regulatory perspective with good understanding of the Mainland and Hong Kong medical products regulatory systems; and
- (e) a good command of both written and spoken English, and spoken Chinese (Cantonese and/or Putonghua).

Possession of the following will be an advantage –

- (a) a Bachelor or post-graduate degree in public health from a university in Hong Kong or an equivalent degree from a university outside Hong Kong;
- (b) working experience in the World Health Organization (“WHO”) Stringent Regulatory Authority or WHO-Listed Authority;
- (c) knowledge of Hong Kong healthcare system;
- (d) familiarity with the public administration system, government operations and policy making process in Hong Kong; and
- (e) experience in international organisation(s) related to medical products regulation.

##### **Duties:**

The Controller, Hong Kong Centre for Medical Products Regulation (“CMPR”) will provide visionary leadership and set the strategic direction for the CMPR. In particular, the Controller will be deployed –

- (a) to formulate, execute and review the enhanced regulatory control of medical products through an integrated and holistic approach that aligns with international standards and local needs;
- (b) to maintain close liaison with national regulatory agencies and international organisations of medical products and to keep abreast of the latest global regulatory landscape of medical products so as to ensure the regulatory system of Hong Kong is on par with international standards;
- (c) to formulate and execute a plan for the timely establishment of the CMPR;
- (d) to liaise with various stakeholders in the Guangdong-Hong Kong-Macao Greater Bay Area and to support the development of Hong Kong into an international innovation hub in the area of medical products;
- (e) to support the Department of Health and policy bureau on medical products development and regulation initiatives, including the legislation/legislative amendments on control of medical products;
- (f) to explore the upgrading of the CMPR into an independent statutory body; and
- (g) to steer and oversee the management and development of the CMPR.

##### **Terms of Appointment:**

The successful candidate will be appointed on non-civil service agreement terms for three years. Renewal of agreement will be subject to the discretion of the Government.

**Fringe Benefits:**

The appointee will be entitled to housing benefits, vacation leave with leave passage allowance commensurate with a position of comparable seniority, and medical and dental benefits subject to meeting the eligibility criteria as stipulated in the regulations relating to the provision of such benefits.

The appointee will be subject to the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) and will be required to make an employee's contribution to a Mandatory Provident Fund ("MPF") scheme. Upon satisfactory completion of the three-year agreement, the appointee will be eligible for an end-of-agreement gratuity which, when added together with the Government's contribution to the MPF scheme, equals 15% of the total basic salary drawn during the agreement period.

**General Notes:**

- (a) Candidates who are permanent residents/non-permanent residents of the Hong Kong Special Administrative Region are eligible to apply for this position. Candidates who are not permanent residents will be appointed only when no suitable and qualified candidates who are permanent residents 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 Government may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection 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 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) Personal data provided by job applicants will be used by the Department of Health for recruitment and employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. For correction of or access to personal data, please write to the Data Protection Officer of the Department of Health by fax at 2803 5075, by email to [enquiries@dh.gov.hk](mailto:enquiries@dh.gov.hk), or by post to Unit 1601, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong. Please visit Department of Health's website (<https://www.dh.gov.hk>) for its personal data privacy protection policy.
- (h) 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 post or by email to the contact/email address below.
- (i) The information about this vacancy is also available on the GovHK on the Internet at <https://www.gov.hk>.

- (j) Prospective appointee is required to sign a declaration to declare that he/she will uphold the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People's Republic of China ("HKSAR"), be dedicated to his/her duties and be responsible to the HKSAR Government.

### **How to Apply:**

- (a) The deadline for application is 17 October 2025. Applications should be made in the prescribed application form [G.F. 340 (Rev. 7/2023)]. It can be downloaded from the Civil Service Bureau's website (<https://www.csb.gov.hk>) or obtained from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department.
- (b) Completed application form, together with (1) a job application letter setting out in detail why the applicant considers himself/herself suitable for the post, (2) a full curriculum vitae ("CV") setting out details of relevant work experience with highlights to indicate that the entry requirements have been met, and (3) relevant supporting documents, must be submitted on or before the application deadline via one of the following means –
- apply by post to the contact address below on or before the application deadline. The postmark date will be regarded as the submission date of the application by post. Please mark "Application for the Position of Controller, Hong Kong Centre for Medical Products Regulation" on the envelope;
  - apply in person to the contact address below on or before 6 pm of the application deadline; or
  - apply by making online submission of G.F. 340 through the Civil Service Bureau's website (<https://www.csb.gov.hk>) on or before the application deadline, and submit the job application letter, CV and relevant supporting documents marked with the online application number by email ([recruit\\_cmpr@dh.gov.hk](mailto:recruit_cmpr@dh.gov.hk)) or by post on or before the application deadline (the postmark date for all submissions should not be after 17 October 2025).
- (c) If candidates fail to provide the supporting documents as requested, their applications will not be considered. Applications not made in the prescribed form or which are incomplete or late will not be considered.
- (d) 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 has been affixed before posting. Mail items bearing insufficient postage will be returned to the senders or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.
- (e) Candidates who are selected for interview will normally receive an invitation in about 6 to 8 weeks from the closing date for application. All applications will be treated in strict confidence. Those who are not invited for interview may assume that their applications are unsuccessful.
- (f) As invitations or requests for supplementary information will be sent to candidates by email, candidates should provide an accurate email address in the prescribed form and are responsible for checking their emails.

### **Contact Address, E-mail Address and Enquiry Telephone:**

Address : Appointments Section, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

E-mail : [recruit\\_cmpr@dh.gov.hk](mailto:recruit_cmpr@dh.gov.hk)

Tel : 2961 8522

### **Closing Date:**

17 October 2025

### **Newspaper(s) Advertised and Date(s):**

Hong Kong Economic Journal, Hong Kong Economic Times, Sing Tao Daily and South China Morning Post (20 September 2025 and 3 October 2025)