

Government Vacancies Enquiry System

Job Number:	48647
Department:	Health Bureau
Division/Section/Unit:	Voluntary Health Insurance Scheme Office
Job Title:	Chief Manager (Voluntary Health Insurance Scheme)
Salary:	HK\$127,700–HK137,085 per month (commensurate with experience)
Entry Requirements:	<p>Candidates should possess –</p> <ol style="list-style-type: none"> <li>1. a bachelor's degree from a Hong Kong university, or equivalent;</li> <li>2. language proficiency requirements of Level 3 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent [1]; and</li> <li>3. at least thirteen years' full-time post-qualification work experience [2] in: <ol style="list-style-type: none"> <li>(a) insurance product design and development; or</li> <li>(b) actuarial analysis and strategy design in insurance companies; or</li> <li>(c) insurance regulatory or operation management.</li> </ol> </li> </ol> <p>Preferred Attributes –</p> <ol style="list-style-type: none"> <li>1. Actuarial Science, Insurance or health related discipline;</li> <li>2. Qualified actuary or healthcare professional to practise in Hong Kong or member of Chartered Insurance Institute of UK/Australian and New Zealand Institute of Insurance and Finance;</li> <li>3. Good command of English and Chinese with fluency in Putonghua an advantage;</li> <li>4. In-depth knowledge about health insurance industry development and practice, such as product development, actuarial practices, regulatory or operation management;</li> <li>5. Solid background in handling complex issues or innovative projects;</li> <li>6. Strong leadership with good analytical and inter-personal skills, and ability to work in a fast-paced environment;</li> <li>7. Ability to think strategically balanced with practical day-to-day execution.</li> </ol> <p>[1] Grade C in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to "Level 3" in Chinese Language and English Language in the 2007 HKCEE and henceforth. [2] Experience of insurance intermediary and frontline services (e.g. customer service) is not counted in this context.</p>
Duties:	<ol style="list-style-type: none"> <li>1. To assist Head of the Voluntary Health Insurance Scheme (VHIS) Office in forward planning and implementation of the scheme and related initiative;</li> <li>2. To oversee the formulation and implementation of strategy to foster the long-term development of the scheme;</li> <li>3. To liaise and co-ordinate with stakeholders and external consultants on the planning and implementation of projects;</li> <li>4. To oversee the research and actuarial analysis for the on-going development of VHIS and related initiative;</li> <li>5. To lead the team to proactively monitor and identify areas of changes of VHIS to address the latest trend and market need;</li> <li>6. To assist in the supervision of routine operation tasks (including plan certification/recertification, compliance checking); and</li> <li>7. To perform other duties as assigned by supervisors.</li> </ol> <p>Background</p> <p>VHIS is a policy initiative implemented by the Health Bureau (HNB) in respect of individual indemnity hospital insurance products. The scheme is based on voluntary participation by insurers and consumers. Under the scheme, the participating insurers will offer individual hospital insurance plans that are certified by HNB to be compliant with the scheme requirements. It is voluntary for consumers to purchase the plans. VHIS Office is an office set up under the HNB to implement the VHIS. Its duties include registration of the participating insurers, vetting of individual indemnity hospital insurance plans for certification of compliance status, enforcement of scheme regulations, undertaking of publicity and consumer education programs, monitoring of scheme performance, information dissemination and compilation of statistics, as well as handling of enquiries and complaints, etc.</p>
Terms of Appointment:	The successful candidate will be appointed on non-civil service contract terms for one year. Contract renewal will be subject to the satisfactory performance, operational needs and availability of resources.
Fringe Benefits	<ol style="list-style-type: none"> <li>1. Rest days, statutory holidays, annual leave, maternity leave, paternity leave, sickness allowance, where appropriate, will be granted on terms not less favourable than the provisions of the Employment Ordinance.</li> <li>2. An end-of-contract gratuity may be granted upon satisfactory completion of the contract. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) scheme in respect of the appointee as required by the MPF Schemes Ordinance, will be equal to 15% of the total basic salary drawn during the contract period.</li> </ol>
General Notes:	<ol style="list-style-type: none"> <li>1. Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. 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 selection interview.</li> <li>6. 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 recruitment examination and/or 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 <a href="https://www.csb.gov.hk">https://www.csb.gov.hk</a> under "Administration of the Civil Service – Appointments".</li> <li>7. The personal data provided by job applicants will be used by the Health Bureau 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 Health Bureau by fax at 2541 3352, by email to <a href="mailto:enquiry@healthbureau.gov.hk">enquiry@healthbureau.gov.hk</a>, or by post to 18/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please visit Health Bureau's website (<a href="https://www.healthbureau.gov.hk">https://www.healthbureau.gov.hk</a>) for its personal data privacy protection policy.</li> <li>8. 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 to the address below.</li> </ol>
How to apply:	1. Application Form [G.F. 340 (Rev. 7/2023)] is obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. It can also be downloaded from the Civil Service Bureau's website ( <a href="https://www.csb.gov.hk">https://www.csb.gov.hk</a> ).

2. Completed application form, together with copies of public examination results, academic/qualification certificates, employment proof or other supporting documents should reach the address stated below on or before the closing date and time, with the envelope clearly marked with "Application for the Position of Chief Manager (Voluntary Health Insurance Scheme)" (The postmark will be referred to for the submission date of the application by mail).

3. 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.

4. 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. Applications returned to the sender due to insufficient postage must be resubmitted and reach the address stated below on or before the closing date and time.

5. Candidates who are selected for recruitment examination and/or selection interview will normally receive an invitation email in about four to six weeks from the closing date for application. All applications will be treated in strict confidence. Those who are not invited for recruitment examination and/or selection interview may assume that their applications are unsuccessful.

Contact Address:	VHIS Office, Unit 2902, Millennium City 6, 392 Kwun Tong Road, Kowloon, Hong Kong
Enquiry Telephone:	2205 2368
Closing Date(dd/mm/yyyy):	29/11/2024 18:00:00
Web Site of Department:	Health Bureau
Application via Internet:	
Advertising Date on Internet:	15/11/2024