

For information

Legislative Council Panel on Constitutional Affairs

**Proposed creation of a Permanent Post of AOSG“C” (D2)/
non-civil service position at D2 or equivalent as
Administrative Assistant to the Secretary for Constitutional Affairs**

PURPOSE

This paper briefs Members on the proposed creation of one permanent post of AOSG“C” (D2)/non-civil service position at D2 or equivalent as Administrative Assistant (AA) to the Secretary for Constitutional Affairs (SCA) with effect from 1 July 2003.

PROPOSAL

2. We intend to seek the approval of the LegCo Establishment Subcommittee of the Finance Committee (ESC) and the Finance Committee (FC) to create one permanent post of AOSG“C” (D2)/non-civil service position at D2 or equivalent with effect from 1 July 2003 as Administrative Assistant (AA) to the Secretary for Constitutional Affairs (SCA). This is to be offset by the deletion of an existing AOSG“C” (D2) post in Constitutional Affairs Bureau (CAB), which is made possible by the redistribution of certain duties within the Bureau.

JUSTIFICATION

3. Under the accountability system introduced on 1 July 2002, each Director of Bureau is provided with his/her own private office, comprising an AA (at AOSG“C” (D2) rank) and other non-directorate support staff. These posts in the Director of Bureau’s private office are to be made available through redeployment of existing resources by the bureau concerned. To provide the necessary administrative support to SCA, we created a supernumerary AOSG“C” post in CAB on 6 July 2002 by holding against a permanent AOSG“C” post in the Bureau for a period of up to 12 months under delegated authority from FC to serve as AA to SCA, with a view to making the post permanent by way of redeployment of existing staff resources and subject to the approval of ESC and FC.

4. Since the introduction of the accountability system, we have critically reviewed our staffing and organisation structure with a view to making better use of available resources. Following the review, our conclusion is that the AA to SCA, in addition to undertaking her work as an AA, has the capacity to take up some of the duties and responsibilities of the Principal Assistant Secretary (Constitutional Affairs)³ (PAS(CA)³) (ranked at AOSG“C” level). These include matters relating to the applicability of HKSAR laws to the CPG offices in the HKSAR and the adaptation of laws exercise. Other duties of the PAS(CA)³ have been absorbed by other officers.

5. Taking into account the operational need to continue to provide an AA to SCA on a permanent basis upon the lapse of the supernumerary AOSG“C” post as AA to SCA, we propose to create a permanent post at AOSG“C” (D2) rank/non-civil service position at D2 or equivalent for the AA to SCA with effect from 1 July 2003. The proposed creation is to be offset by the deletion of an AOSG“C” post designated as PAS(CA)³. The job description of the AA to SCA post is at Enclosure 1.

6. The proposed organisation chart of CAB is at Enclosure 2.

FINANCIAL IMPLICATIONS

7. The additional staff cost required for the creation of the proposed AOSG“C” (D2)/non-civil service position at D2 or equivalent post will be fully offset by the savings from the deletion of an AOSG“C” (D2) post in the Bureau.

Job Description

Administrative Assistant to the Secretary for Constitutional Affairs

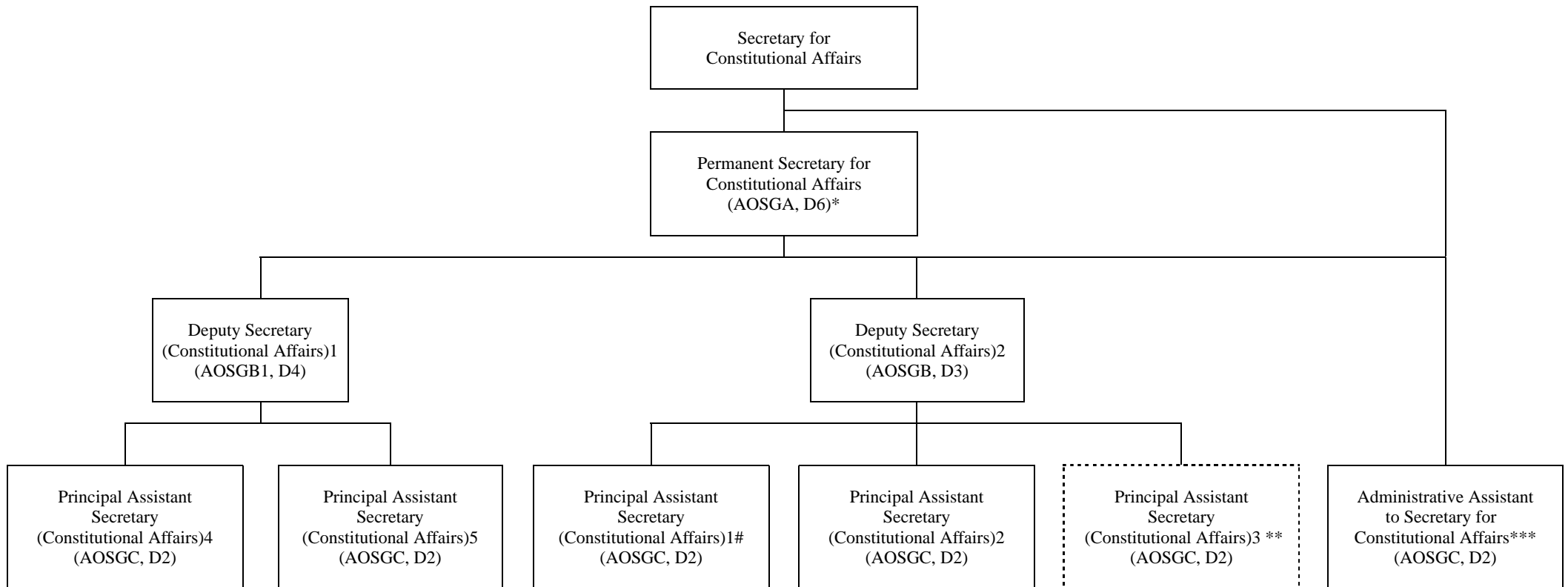
Rank : Administrative Officer Staff Grade “C” (D2)/non-civil service position at D2 or equivalent

Responsible to : Secretary for Constitutional Affairs (SCA)

Main Duties and Responsibilities:

1. Provide general administrative support to SCA.
2. Coordinate submissions to SCA.
3. Coordinate and handle replies to correspondence, including complaints, addressed to SCA.
4. In coordination with the Press Secretary to SCA, prepare speeches and statements to be delivered by SCA.
5. Plan SCA’s programme of official visits and duty trips, both locally and overseas, coordinate the preparation of briefs for such visits and follow-up action as required.
6. Plan meetings on various subjects, prepare briefs, and service meetings chaired by SCA.
7. Perform such other administrative duties as SCA may from time to time direct.
8. Advise on matters relating to the applicability of HKSAR laws to the CPG offices in the HKAR.
9. Advise on matters relating to the adaptation of laws exercise.

Proposed Organization Chart of Constitutional Affairs Bureau



* Post currently created on a supernumerary basis for 12 months since 1 December 2002 by holding against a vacant civil service D8 post.

** Proposed deletion of the PAS(CA)3 post

*** Proposed creation of the AA to SCA post

In the course of discussing the Estimates for 2003-04, we informed LegCo that to achieve cost savings, we shall, among other things, freeze one Principal Assistant Secretary post at D2 level in mid-2003. Principal Assistant Secretary (Constitutional Affairs) 1 (PAS(CA)1) is the post identified to be frozen. The duties of PAS(CA)1 will be re-distributed to other officers in the Bureau.