

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

**HEAD 142 – GOVERNMENT SECRETARIAT:  
OFFICES OF THE CHIEF SECRETARY FOR  
ADMINISTRATION AND THE FINANCIAL  
SECRETARY**

**HEAD 74 – INFORMATION SERVICES DEPARTMENT**

**HEAD 92 – DEPARTMENT OF JUSTICE**

**Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the following proposals with immediate effect –

**under Head 142**

(a) the creation of the following permanent posts –

2 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

to be offset by the deletion of the following  
permanent posts –

2 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**/under .....**

**under Head 74**

(b) the creation of the following permanent posts –

- 2 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

to be offset by the deletion of the following permanent posts –

- 2 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**under Head 92**

(c) the creation of the following permanent post –

- 1 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

to be offset by the deletion of the following permanent post –

- 1 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**PROBLEM**

We need to provide flexibility for filling the existing directorate civil service posts in the private offices of the Chief Secretary for Administration (CS), the Financial Secretary (FS) and the Secretary for Justice (SJ) by civil servants on posting or direct appointment of non-civil servants. This is in line with the arrangement for directorate posts serving the private offices of other Directors of Bureaux under the Accountability System.

**/PROPOSAL .....**

**PROPOSAL**

2. We propose to create five permanent posts of Administrative Officer Staff Grade C (AOSGC)/non-civil service positions at D2-equivalent to serve as administrative assistants to CS, FS and SJ as well as press secretaries to CS and FS, to be offset by the deletion of five existing permanent civil service posts of AOSGC (D2) with the same job responsibilities.

**JUSTIFICATION**

3. Under the Accountability System introduced on 1 July 2002, each Director of Bureau is provided with a small team of supporting staff to work in his/her private office, comprising –

- (a) an administrative assistant [equivalent to AOSGC (D2)];
- (b) a press secretary [equivalent to Chief Information Officer (MPS 45-49)];
- (c) a personal assistant [equivalent to Personal Assistant (MPS 28-33)];  
and
- (d) a driver [equivalent to Chauffeur (MPS 5-10)].

4. These positions can either be filled by civil servants on posting or by way of direct appointment of non-civil servants if the Directors of Bureaux consider it more appropriate to do so. In case a position is taken up by a non-civil servant, the officer will receive salary, fringe benefits and gratuity similar to but no better than those prevailing for the equivalent rank in the civil service. The non-civil service officers will be subject to the Civil Service Regulations and requirements on conduct and avoidance of conflict of interest. They will depart as and when the concerned Director of Bureau leaves the Government.

5. The corresponding posts in the private offices of CS, FS and SJ have existed well before the launch of the Accountability System and have all along been filled by civil servants on posting. In order to rationalise the terms of appointment for staff in the private offices of all Principal Officials under the Accountability System, we propose to extend to the following directorate posts in the private offices of CS, FS and SJ the same flexibility of opting for non-civil service appointments –

/(a) .....

- (a) private offices of CS and FS -
  - (i) an administrative assistant at AOSGC (D2);
  - (ii) a press secretary at AOSGC (D2); and
- (b) SJ's private office -
  - an administrative assistant at AOSGC (D2).

Encls.  
1 - 5

The job descriptions of the five posts are at Enclosures 1 to 5. We will extend the same flexibility to other non-directorate staff in the three private offices, including the press secretary in SJ's private office (a Chief Information Officer at MPS 45-49), and the personal assistant (Senior Personal Assistant at MPS 34-39) and the driver (Personal Chauffeur at MPS 11-12) in the three private offices.

**FINANCIAL IMPLICATIONS**

6. The proposal does not involve any extra funding for Government. The financial implications are set out as follows –

		<b>Notional Annual Salary Cost at Mid-point (\$)</b>	<b>Full Annual Average Staff Cost (\$)</b>	<b>No. of Posts</b>
	AOSGC (D2) post/ non-civil service position at D2-equivalent	6,804,000	10,128,000	5
Less	AOSGC (D2) post	6,804,000	10,128,000	5
		----- 0	----- 0	----- 0
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**BACKGROUND INFORMATION**

7. Under the Accountability System introduced on 1 July 2002, each Director of Bureau is provided with an administrative assistant, a press secretary, a personal assistant and a driver to work in his/her private office. These positions can

/be.....

be filled by either civil servants on posting or by way of direct appointment of non-civil servants. Members of the Legislative Council (LegCo) were informed of these arrangements vide the LegCo paper entitled “Accountability System for Principal Officials” issued by the Constitutional Affairs Bureau on 17 April 2002. The Establishment Subcommittee (ESC) of the Finance Committee (FC) discussed and noted the proposal vide EC(2002-03)2 at its meeting on 6 June 2002.

8. At the directorate level, individual bureaux had obtained the endorsement of ESC and approval of FC by July 2003 to each create an Administrative Assistant post ranked at AOSGC (D2)/non-civil service position at D2-equivalent.

### **NON-CIVIL SERVICE APPOINTMENT OF PRESS SECRETARY TO CS**

9. The incumbent CS assumed office in June 2005. It is considered appropriate to appoint the Press Secretary to CS on non-civil service terms to render him the necessary support under the Accountability System. Pending the endorsement of ESC and approval of FC to the proposal in paragraph 2 above, the Director of Information Services (DIS) has created a non-civil service position at D2-equivalent in August 2005 for a period of 12 months to accommodate the Press Secretary to CS appointed on non-civil service terms in order that the latter may start providing the necessary support to CS in the interim. The civil service AOSGC post of Press Secretary to CS has been left vacant since the former directorate civil servant was transferred out of CS’ private office in June 2005. Following the endorsement of ESC and approval of FC to the proposal in paragraph 2 above, the post of Press Secretary in CS’ private office may be filled by the non-civil service appointee, and the non-civil service position created by DIS will be deleted accordingly.

### **ESTABLISHMENT CHANGES**

10. The establishment changes under Head 142, Head 74 and Head 92 in the past two years are as follows –

**/Establishment .....**

Establishment (Note)	Number of Posts			
	Existing (as at 1 November 2005)	As at 1 April 2005	As at 1 April 2004	As at 1 April 2003
<b>Head 142</b>				
A	32 + (3)	32 + (1)	26 + (2)	26 + (3)
B	97	93	80	81
C	364	360	347	366
<b>Total</b>	<b>493 + (3)*</b>	<b>485 + (1)#</b>	<b>453 + (2)</b>	<b>473 + (3)</b>
<b>Head 74</b>				
A	12	12	12	12
B	145	145	156	164
C	278	278	293	303
<b>Total</b>	<b>435</b>	<b>435</b>	<b>461</b>	<b>479</b>
<b>Head 92</b>				
A	71+(1)	71+(1)	71+(1)	71+(1)
B	276	274	280	284
C	699	699	733	754
<b>Total</b>	<b>1046+(1)</b>	<b>1044+(1)</b>	<b>1084+(1)</b>	<b>1109+(1)</b>

Note –

A - ranks in the directorate pay scale or equivalent

B - non-directorate ranks the maximum pay point of which is above MPS Point 33 or equivalent

C - non-directorate ranks the maximum pay point of which is at or below MPS Point 33 or equivalent

( ) - number of supernumerary directorate posts

\* the increase over 1 April 2005 is mainly due to the creation of posts for the Secretariat to the Commission on Poverty

# the increase over 1 April 2004 is mainly due to the cost neutral redeployment of posts from the Commerce, Industry and Technology Bureau and the Financial Services and the Treasury Bureau upon setting up of the Economic Analysis and Business Facilitation Unit under the FS' Office with effect from 1 June 2004 following transfer of responsibilities

/CONSULTATION .....

**CONSULTATION WITH LEGISLATIVE COUNCIL PANEL**

11. We informed the Legislative Council Panel on Public Service and the Panel on Constitutional Affairs of the proposal at the joint meeting held on 21 November 2005. Members present had no objection to the proposal.

**CIVIL SERVICE BUREAU COMMENTS**

12. The Civil Service Bureau supports the proposals to provide flexibility for filling the posts in question.

**ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE**

13. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts would be appropriate if the proposal were to be implemented.

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Offices of the Chief Secretary for Administration and the Financial Secretary  
Department of Justice  
November 2005

**Job Description**  
**Administrative Assistant to the Chief Secretary for Administration**

**Rank** : Administrative Officer Staff Grade C (D2)/  
Non-civil service position at D2-equivalent

**Responsible to** : Chief Secretary for Administration (CS)

**Main Duties and Responsibilities –**

1. provide general administrative support to CS;
2. coordinate submissions to CS;
3. coordinate and handle replies to correspondence, including complaints, addressed to CS;
4. in coordination with Press Secretary to CS, prepare speeches and statements to be delivered by CS;
5. plan CS' 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 CS; and
7. perform such other administrative duties as CS may from time to time direct.

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**Job Description**  
**Administrative Assistant to the Financial Secretary**

**Rank** : Administrative Officer Staff Grade C (D2)/  
Non-civil service position at D2-equivalent

**Responsible to** : Financial Secretary (FS)

**Main Duties and Responsibilities –**

1. provide general administrative support to FS;
2. coordinate submissions to FS;
3. coordinate and handle replies to correspondence, including complaints, addressed to FS;
4. in coordination with Press Secretary to FS, prepare speeches and statements to be delivered by FS;
5. plan FS' 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 FS; and
7. perform such other administrative duties as FS may from time to time direct.

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**Job Description**  
**Administrative Assistant to the Secretary for Justice**

**Rank** : Administrative Officer Staff Grade C (D2)/  
Non-civil service position at D2-equivalent

**Responsible to** : Secretary for Justice (SJ)

**Main Duties and Responsibilities –**

1. provide general administrative support to SJ;
2. coordinate submissions to SJ;
3. coordinate and handle replies to correspondence, including complaints, addressed to SJ;
4. in coordination with Press Secretary to SJ, prepare speeches and statements to be delivered by SJ;
5. plan SJ'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 SJ; and
7. perform such other administrative duties as SJ may from time to time direct.

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**Job Description**  
**Press Secretary to the Chief Secretary for Administration**

**Rank** : Administrative Officer Staff Grade C (D2)/  
Non-civil service position at D2-equivalent

**Responsible to** : Chief Secretary for Administration (CS)

**Main Duties and Responsibilities –**

1. gauge and assess media and community views and opinions on issues under CS' policy schedules, collate feedback and advise on response;
2. advise and participate in implementation of media and public relations plans and strategies for issues under CS' policy schedules;
3. handle media enquiries relating to CS, and act as his spokesman;
4. prepare public speeches and messages for CS, and review issues which may have a bearing on CS' media and public relations response;
5. assess media and public relations requests for CS, and oversee the press arrangements for CS; and
6. liaise and advise bureaux on Government responses under CS' policy schedules where appropriate.

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**Job Description  
Press Secretary to the Financial Secretary**

**Rank** : Administrative Officer Staff Grade C (D2)/  
Non-civil service position at D2-equivalent

**Responsible to** : Financial Secretary (FS)

**Main Duties and Responsibilities –**

1. gauge and assess media and community views and opinions on issues under FS' policy schedules, collate feedback and advise on response;
2. advise and participate in implementation of media and public relations plans and strategies for issues under FS' policy schedules;
3. handle media enquiries relating to FS, and act as his spokesman;
4. prepare public speeches and messages for FS, and review issues which may have a bearing on FS' media and public relations response;
5. assess media and public relations requests for FS, and oversee the press arrangements for FS; and
6. liaise and advise bureaux on Government responses under FS' policy schedules where appropriate.

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