

Information Note for the Finance Committee

Proposed Creation of 51 Civil Service Posts to Implement the Re-organisation of the Government Secretariat

Introduction

This note provides information on the creation of 51 civil service posts proposed in Finance Committee paper FCR(2012-13)43 (i.e. Establishment Subcommittee paper EC(2012-13)5).

Categories of Posts

2. The 51 proposed civil service posts can be classified into the following five categories -

- (1) Permanent Secretaries and their supporting staff;
- (2) Staff in the private offices of Deputy Secretaries of Department (DSODs) and Directors of Bureaux (DoBs);
- (3) Supporting staff of Deputy Directors of Bureau (DDoBs);
- (4) Staff in the press offices of bureaux; and
- (5) Administrative supporting staff in bureaux.

Permanent Secretaries

3. Currently, civil servants in each bureau are headed by a Permanent Secretary. Where a bureau comprises two branches, each branch is headed by one Permanent Secretary. For the proposed Culture Bureau (CB) and Commerce and Industries Bureau (Maritime, Aviation, Logistics and Tourism Branch) (CIB(MALTB)), as there are no existing Permanent Secretary posts available for re-deployment, there is a need to create two Permanent Secretary posts (at Administrative Officer Staff Grade A1 rank).¹

¹ The re-deployment of other Permanent Secretary posts under the proposed re-organisation are as follows-
The existing post of Permanent Secretary for Commerce and Economic Development (Communications and Technology) will be retitled as Permanent Secretary for Technology and Communications.

4. At present, each Permanent Secretary is served by one Personal Assistant (PA) as his Personal Secretary (PS) and one Chauffeur. As such, it is proposed that two PA posts and two Chauffeur posts be created to support respectively the two Permanent Secretaries of the proposed CB and CIB(MALTB).

Staff of the Private Offices of DSoDs and DoBs

5. Currently, each Secretary of Department and DoB has his own private office. It is proposed that private offices be set up respectively for the two DSoD and two DoB posts proposed to be created.

6. The private office of each DSoD comprises the following staff -

- (1) one PA (as PS to the DSoD);
- (2) one Administrative Assistant (AA) (at Administrative Officer Staff Grade C (AOSGC) rank);
- (3) one PSI (as PS to the AA);
- (4) one Press Secretary (PressSecy) (at Chief Information Officer (CIO) rank);
- (5) one Senior Administrative Officer (SAO) (reporting to the AA to the DSoD);
- (6) one Assistant Clerical Officer (providing clerical support to the SAO and the PressSecy); and
- (7) one Chauffeur.

The existing post of Permanent Secretary for Commerce and Economic Development (Commerce, Industry and Tourism) will be retitled as Permanent Secretary for Commerce and Industries (Trade and Industry).

The existing post of Permanent Secretary for Development (Planning and Lands) will be retitled as Permanent Secretary for Housing, Planning and Lands (Planning and Lands).

The existing post of Permanent Secretary for Transport and Housing (Housing) will be retitled as Permanent Secretary for Housing, Planning and Lands (Housing).

The existing post of Permanent Secretary for Transport and Housing (Transport) will be retitled as Permanent Secretary for Transport and Works (Transport).

The existing post of Permanent Secretary for Development (Works) will be retitled as Permanent Secretary for Transport and Works (Works).

7. The private office of the DoB of each new bureau comprises the following staff -

- (1) one PA (as PS to the DoB);
- (2) one AA (at AOSGC rank);
- (3) one PSI (as PS to the AA);
- (4) one PressSecy (at CIO rank); and
- (5) one Chauffeur.

The above setup follows the standard establishment of the existing private offices of DoBs.

Supporting Staff of DDoBs

8. Noting that currently there is one PS (at Senior Personal Secretary (SPS) rank) serving each DDoB, we propose that two SPS posts be created to serve as Personal Secretaries to the proposed Under Secretary for Culture and Under Secretary for Technology and Communications.

Staff in the Press Offices of Bureaux

9. There is currently one press office in each bureau which handles press and media matters. Staff establishment varies among these press offices, depending on the workload involved. As for the proposed CB and TCB, the staff establishment as well as the ranking and number of posts to be created and posts to be re-deployed from other bureaux are set out in Annexes 1 and 2. We also propose to create two posts in CIB(MALTB) in order to strengthen the manpower of the press office of CIB. The staff establishment and ranking of the two posts to be created in CIB, and the ranking and number of posts to be re-deployed from the existing Commerce and Economic Development Bureau (CEDB) are set out in Annex 3.

Administrative Supporting Staff in Bureaux

10. At present, there are staff in each bureau to provide administrative support in areas of personnel matters, financial resources management and supplies matters etc. As different bureaux have different scales of establishment and different amounts of financial resources to manage, the sizes of their administrative supporting staff are not the same. The proposed establishment of administrative supporting staff for the proposed CB comprises 20 posts, all of which are to be re-deployed from the existing Home

Affairs Bureau, Development Bureau (Works Branch) and the Create Hong Kong of the CEDB (Communications and Technology Branch) (CEDB(CTB)). All the 32 administrative supporting staff on the proposed establishment of the new TCB will be re-deployed from the existing CEDB(CTB). As for the proposed establishment of administrative supporting staff for the CIB(MALTB), the ranking and number of posts to be created and posts to be re-deployed from other bureaux are set out in Annex 4.

Civil Service Bureau
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Annex 1

Proposed Establishment of the Press Office in the Proposed Culture Bureau

Grade	Rank	Number		Total
		New posts proposed to be created	Posts to be re-deployed	
Information Officer	Principal Information Officer	1		1
	Senior Information Officer		1	1
	Information Officer	1		1
	Assistant Information Officer	1		1
Clerical Officer	Assistant Clerical Officer	1		1
Clerical Assistant	Clerical Assistant	1		1
<i>Total</i>		5	1	6

**Proposed Establishment of the Press Office in the Proposed
Technology and Communications Bureau**

Grade	Rank	Number		Total
		New posts proposed to be created	Posts to be re-deployed	
Information Officer	Principal Information Officer	1		1
	Senior Information Officer		1	1
	Information Officer		1	1
	Assistant Information Officer	1		1
Clerical Officer	Assistant Clerical Officer	1		1
Clerical Assistant	Clerical Assistant	1		1
<i>Total</i>		<i>4</i>	<i>2</i>	<i>6</i>

**Proposed Establishment of the Press Office for the Proposed
Commerce and Industries Bureau
(Maritime, Aviation, Logistics and Tourism Branch)**

Grade	Rank	Number		Total
		New posts proposed to be created	Posts to be re-deployed	
Information Officer	Principal Information Officer		2	2
	Senior Information Officer	1	1	2
	Information Officer	1	2	3
	Assistant Information Officer		1	1
Clerical Officer	Assistant Clerical Officer		1	1
Clerical Assistant	Clerical Assistant		1	1
Total		2	8	10

Note: The Press Office serving the Commerce and Industries Bureau (Maritime, Aviation, Logistics and Tourism Branch) is the only Press Office in the Bureau, which also serves the Trade and Industry Branch of the Bureau.

**Proposed Establishment of Administrative Supporting Staff of the
Proposed Commerce and Industries Bureau
(Maritime, Aviation, Logistics and Tourism Branch)**

Grade	Rank	Number		Total
		New posts proposed to be created	Posts to be re-deployed	
Executive Officer	Chief Executive Officer	1		1
	Senior Executive Officer	1		1
	Executive Officer I	1		1
	Executive Officer II		1	1
Clerical Officer	Clerical Officer	2	1	3
	Assistant Clerical Officer		2	2
Office Assistant	Office Assistant		2	2
Confidential Assistant	Confidential Assistant	2		2
Supplies Supervisor	Supplies Supervisor II	1		1
Total		8	6	14