

Job description of PSET

as shown in ESC paper [EC(2003-04)6] to create the permanent PSET post and approved by FC on 27.6.2003

Main Duties and Responsibilities –

Responsible to the Secretary for the Environment, Transport and Works for the following main duties –

- (1) assisting SETW to formulate, coordinate and implement environment and transport policies;
- (2) supporting SETW in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo businesses;
- (3) steering and coordinating with executive departments including the conservation arm of the Agriculture, Fisheries and Conservation Department, the Environmental Protection Department, the Highways Department and the Transport Department, to achieve timely and effective implementation of agreed policies and programmes;
- (4) housekeeping of the Kowloon-Canton Railway Corporation and the Mass Transit Railway Corporation Limited;
- (5) acting as the Controlling Officer of Head 158 – Government Secretariat: Environment, Transport and Works Bureau (Environment and Transport Branch) and ensuring the cost-effective use of financial and human resources through re-engineering, re-organizing and re-focusing of the executive departments; and
- (6) managing civil servants and other staff in the Environment and Transport Branch of ETWB.

Proposed Job Description for PST

Rank : Administrative Officer Staff Grade A1 (D8)

Main Duties and Responsibilities –

Responsible to the Secretary for the Environment, Transport and Works for the following main duties –

- (1) assisting SETW to formulate, coordinate and implement transport policies;
- (2) supporting SETW in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo businesses;
- (3) steering and coordinating with executive departments, including the Highways Department and the Transport Department, to achieve timely and effective implementation of agreed policies and programmes;
- (4) housekeeping of the Kowloon-Canton Railway Corporation and the Mass Transit Railway Corporation Limited; and
- (5) as the head of the Transport Branch of ETWB, managing civil servants and other staff in the Branch and as the Controlling Officer for the expenditure head of the Transport Branch, ensuring the cost-effective use of financial and human resources through re-organizing, re-engineering and re-focusing of the executive departments.

Proposed Job Description for PSE

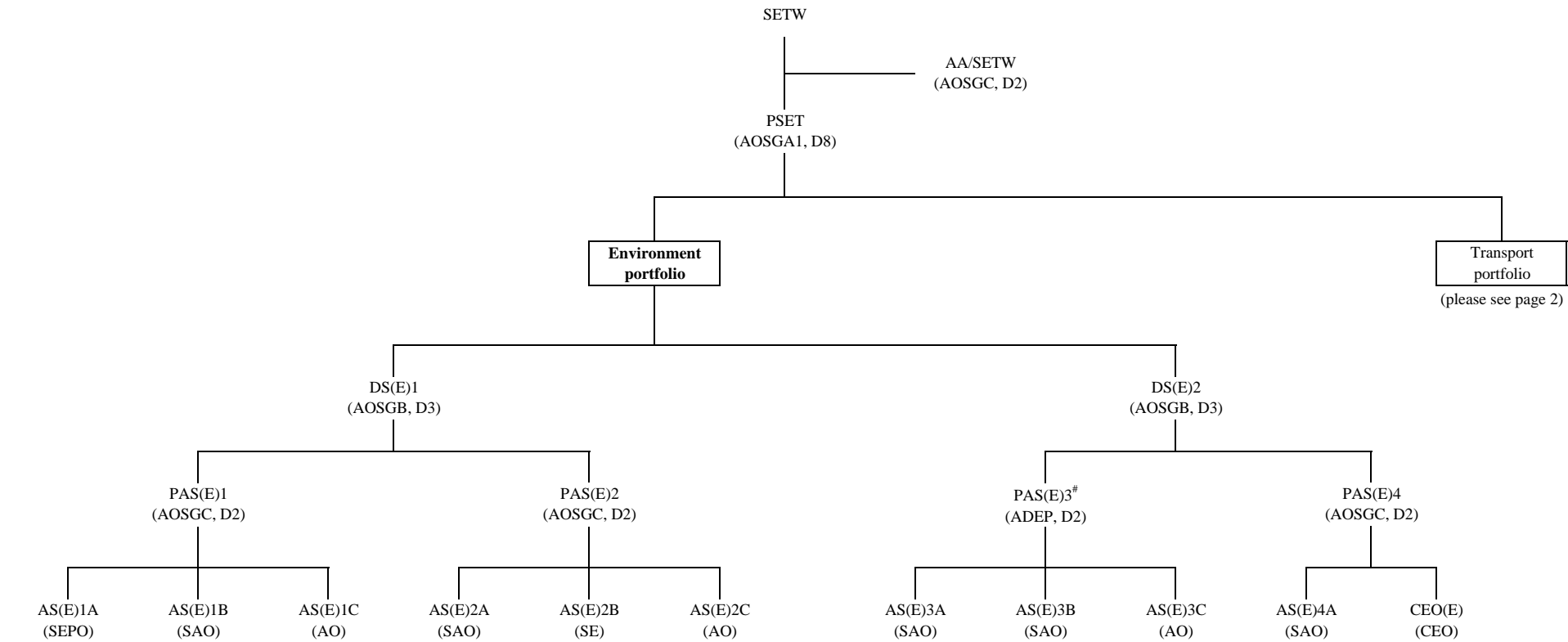
Rank : Administrative Officer Staff Grade A (D6)

Main Duties and Responsibilities –

Responsible to the Secretary for the Environment, Transport and Works for the following main duties –

- (1) assisting SETW to formulate, coordinate and implement environmental protection policies;
- (2) supporting SETW in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo businesses;
- (3) steering and coordinating with executive departments, including the Environmental Protection Department, Agriculture, Fisheries and Conservation Department (nature conservation arm), Drainage Services Department, Civil Engineering Department and Electrical and Mechanical Services Department (Energy Efficiency Office), to achieve timely and effective implementation of agreed policies and programmes; and
- (4) as the head of the Environment Branch of ETWB, managing civil servants and other staff in the Branch and as the Controlling Officer for the expenditure head of the Environment Branch, ensuring the cost-effective use of financial and human resources through re-organizing, re-engineering and re-focusing of the executive departments.

Organisation Chart of the Environment, Transport and Works Bureau
Environment and Transport Branch
(as at 1 April 2004)



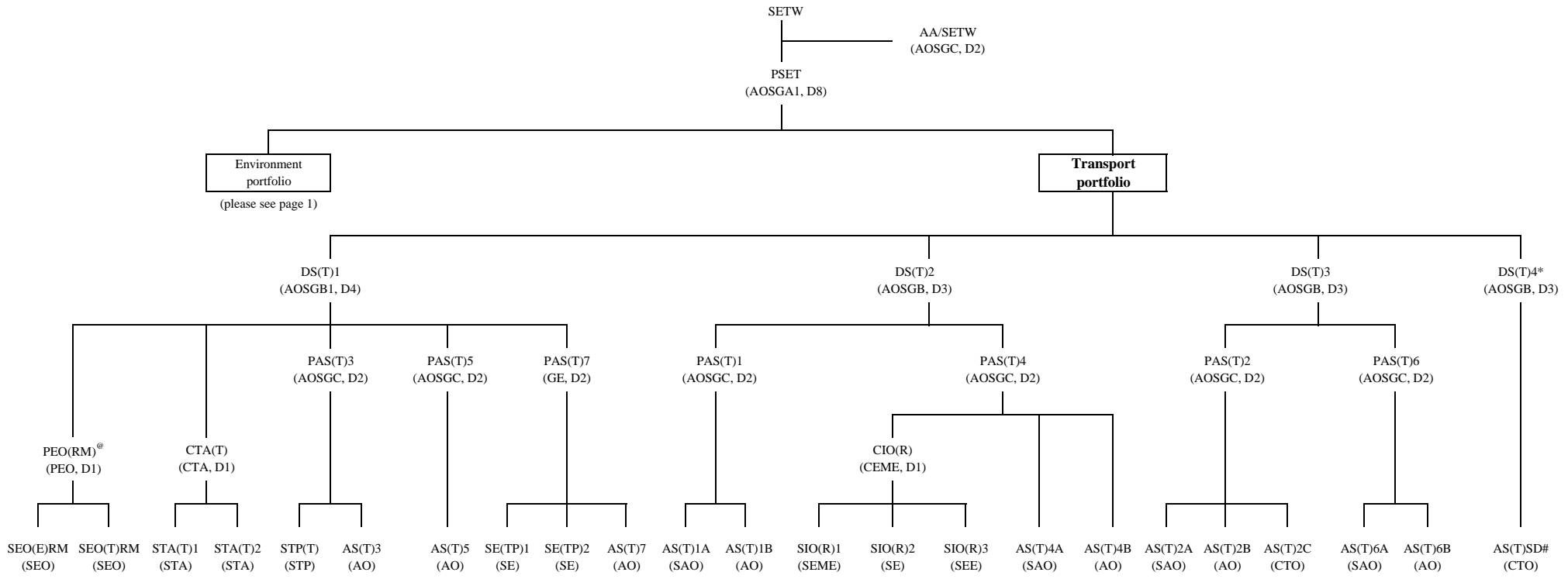
Legend

SETW	Secretary for the Environment, Transport and Works	SEPO	Senior Environmental Protection
AA	Administrative Assistant	SE	Senior Engineer
PSET	Permanent Secretary for the Environment, Transport and Work (Environment and Transport)	CEO	Chief Executive Officer
DS	Deputy Secretary		
PAS	Principal Assistant Secretary		
AS	Assistant Secretary		
AOSGA1	Administrative Officer Staff Grade A1		
AOSGB	Administrative Officer Staff Grade B		
AOSGC	Administrative Officer Staff Grade C		
ADEP	Assistant Director of Environmental Protection		
SAO	Senior Administrative Officer		
AO	Administrative Officer		
E	Environment		

On loan from Environmental Protection Department

Note : PEO(RM) works to DS(T)1 in respect of resource management matters for both Environment and Transport portfolios

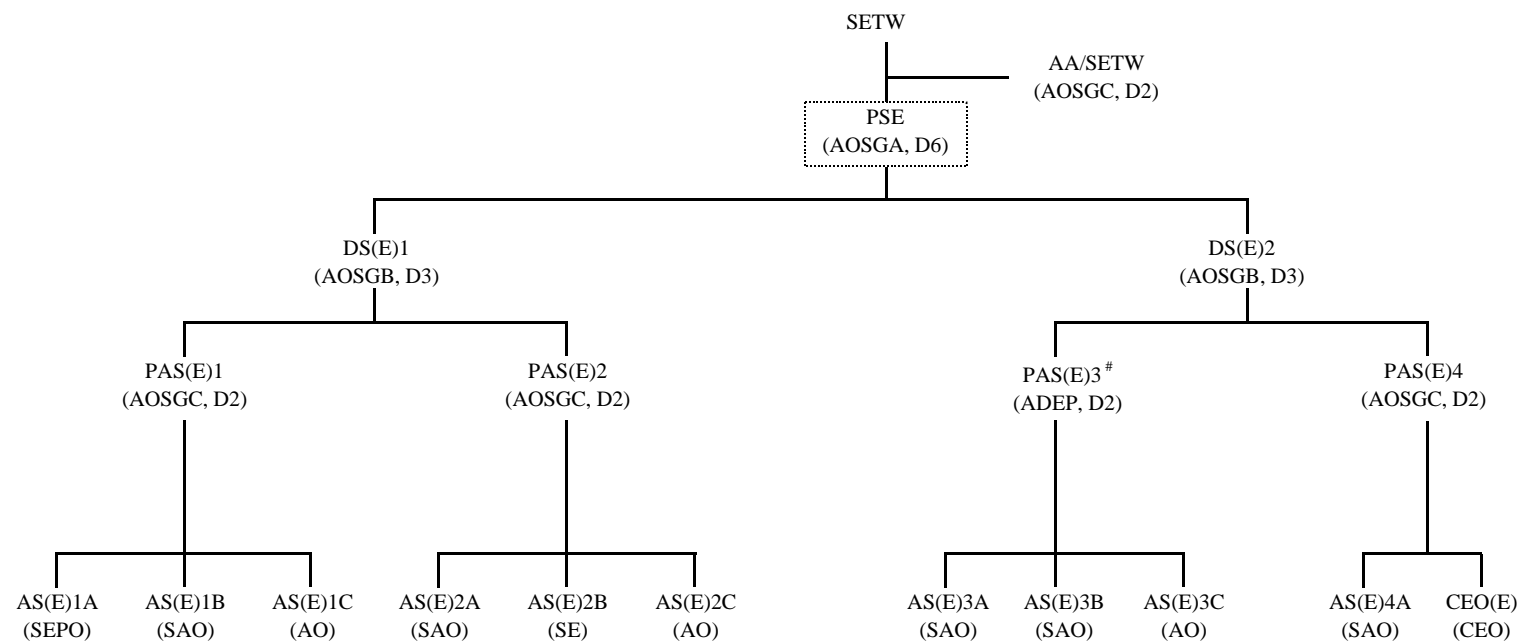
Organisation Chart of the Environment, Transport and Works Bureau **Environment and Transport Branch** **(as at 1 April 2004)**



<u>Legend</u>			
SETW	Secretary for the Environment, Transport and Works	PEO	Principal Executive Officer
AA	Administrative Assistant	SEO	Senior Executive Officer
PSET	Permanent Secretary for the Environment, Transport and Works (Environment and Transport)	RM	Resource Management
DS	Deputy Secretary	CTA	Chief Treasury Accountant
PAS	Principal Assistant Secretary	STA	Senior Treasury Accountant
AS	Assistant Secretary	STP	Senior Town Planner
AOSGA1	Administrative Officer Staff Grade A1	SE	Senior Engineer
AOSGB1	Administrative Officer Staff Grade B1	TP	Transport Planning
AOSGB	Administrative Officer Staff Grade B	CIO	Chief Inspecting Officer
AOSGC	Administrative Officer Staff Grade C	SIO	Senior Inspecting Officer
GE	Government Engineer	R	Railways
SAO	Senior Administrative Officer	CEME	Chief Electrical and Mechanical Engineer
AO	Administrative Officer	SEME	Senior Electrical and Mechanical Engineer
T	Transport	SEE	Senior Electronics Engineer
E	Environment	CTO	Chief Transport Officer
		SD	Special Duty

* Supernumerary post created w.e.f. 29.2.2004
 @ PEO(RM) works to DS(T)1 in respect of resource management matters for both Environment and Transport portfolios
 # On loan from Transport Department

Proposed Organisation Chart of the Environment, Transport and Works Bureau
Environment Branch
(as at 1 July 2004)



Legend

SETW	Secretary for the Environment, Transport and Works
AA	Administrative Assistant
PSE	Permanent Secretary for the Environment, Transport and Work (Environment)
DS	Deputy Secretary
PAS	Principal Assistant Secretary
AS	Assistant Secretary
AOSGA	Administrative Officer Staff Grade A
AOSGB	Administrative Officer Staff Grade B
AOSGC	Administrative Officer Staff Grade C
ADEP	Assistant Director of Environmental Protection
SAO	Senior Administrative Officer
AO	Administrative Officer
E	Environment

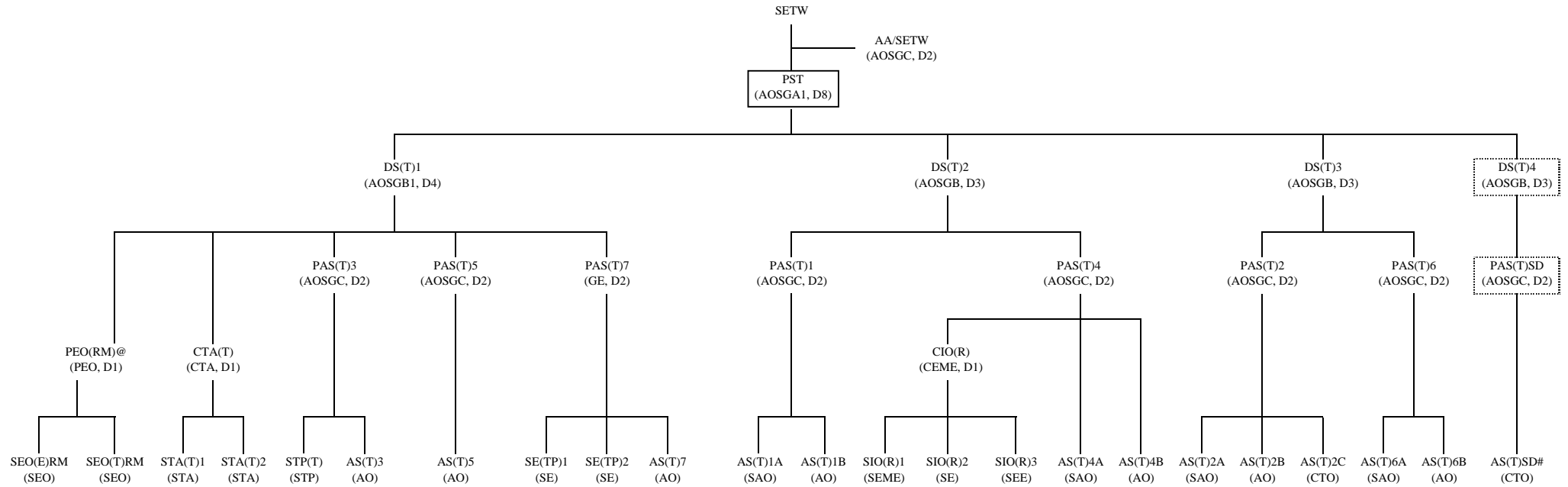
SEPO	Senior Environmental Protection Officer
SE	Senior Engineer
CEO	Chief Executive Officer

 Post proposed for creation

On loan from Environmental Protection Department

Note : PEO(RM) works to DS(T)1 in respect of resource management matters for both Environment and Transport portfolios

Proposed Organisation Chart of the Environment, Transport and Works Bureau
Transport Branch
(as at 1 July 2004)



Legend

SETW	Secretary for the Environment, Transport and Works
AA	Administrative Assistant
PST	Permanent Secretary for the Environment, Transport and Works (Transport)
DS	Deputy Secretary
PAS	Principal Assistant Secretary
AS	Assistant Secretary
AOSGA1	Administrative Officer Staff Grade A1
AOSGB1	Administrative Officer Staff Grade B1
AOSGB	Administrative Officer Staff Grade B
AOSGC	Administrative Officer Staff Grade C
GE	Government Engineer
SAO	Senior Administrative Officer
AO	Administrative Officer
T	Transport
E	Environment

PEO	Principal Executive Officer
SEO	Senior Executive Officer
RM	Resource Management
CTA	Chief Treasury Accountant
STA	Senior Treasury Accountant
STP	Senior Town Planner
SE	Senior Engineer
TP	Transport Planning
CIO	Chief Inspecting Officer
SIO	Senior Inspecting Officer
R	Railways
CEME	Chief Electrical and Mechanical Engineer
SEME	Senior Electrical and Mechanical Engineer
SEE	Senior Electronics Engineer
CTO	Chief Transport Officer
SD	Special Duty

	Post proposed to be retitled
	Post proposed for creation

On loan from Transport Department

@ PEO(RM) works to DS(T)1 in respect of resource management matters for both Environment and Transport portfolios