

Administrative Officer Grade Management

The head of the Administrative Officer (AO) Grade is the Permanent Secretary for the Civil Service (PSCS). PSCS is supported by the Deputy Secretary for the Civil Service (1) (DSCS(1)) and the Administrative Service Division (ASD) of the Civil Service Bureau in the management of the AO Grade. The Principal Assistant Secretary for the Civil Service (Administrative Service) is responsible for the day-to-day operation of ASD. The organisation chart of the AO Grade Management is at the **Annex**.

2. The management of the AO Grade is responsible for the following major duties -

- (a) **Recruitment:** deciding whether or not recruitment exercises should be mounted; determining the entry requirements and the recruitment procedures; arrangement of recruitment boards;
- (b) **Training:** determining the training and development framework for the Grade; organisation of training programmes; selection of officers for overseas training courses/secondment;
- (c) **Deployment:** deciding on postings/deployment of officers;
- (d) **Career Development:** monitoring the performance of Grade members through reviewing Performance Appraisal Reports; provision of career development advice to officers;
- (e) **Promotion:** deciding whether or not promotion exercises should be conducted; determining the procedures for selection of officers for acting in the next higher rank or promotion; arrangement of promotion boards;
- (f) **Others:** leave administration, appointment-related matters concerning members of the Grade, etc.

3. The former DSCS(1), Mrs Sarah Kwok, was consulted on and provided advice from the AO Grade Management's perspective on Mr

LEUNG's application for post-service work with New World China Land Limited.

Civil Service Bureau
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Organisation Chart

