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公務員事務局

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CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT

WEST WING
CENTRAL GOVERNMENT OFFICES
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HONG KONG

本函檔號 Our Ref.: L/M to MP/P350/163/400/001 Pt.25

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6 December 2019

Clerk to the Legislative Council Panel on Public Service
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn.: Ms Carol WONG)

Dear Ms WONG,

Legislative Council Panel on Public Service
Employment Situation of Non-Civil Service Contract Staff
16 December 2019

I refer to the letter dated 7 November 2019 from the Hon IP Kin-yuen to the Chairman of the Panel on Public Service requesting information on the number of full-time non-civil service contract (NCSC) staff by reasons of employment and work types. Please find at **Annex** the requested information.

Regarding Hon IP's suggestion of inviting bureaux/departments/offices which employ over 1 000 NCSC staff to attend the regular meeting of the Panel on 16 December 2019 to discuss the related issues, we shall provide the attendance list separately.

Yours sincerely,

(Miss Linda LEUNG)
for Secretary for the Civil Service

Encl.

**Breakdown of full-time ^(Note) non-civil service contract (NCSC) staff
by Bureaux/Departments/Offices, work types and reasons of employment
(Position as at 30 June 2019)**

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Agriculture, Fisheries and Conservation Department	Administration / Executive support / Project co-ordination staff	13	-	-	-
	Clerical / Secretarial support staff	7	-	-	-
	Professional support staff	3	-	-	-
	Technical support staff	112	-	-	-
	Accounting staff	1	-	-	-
	Education staff	1	-	-	-
	Non-skilled staff	3	-	-	-
Architectural Services Department	Administration / Executive support / Project co-ordination staff	8	-	-	-
	Professional support staff	15	-	-	-
Auxiliary Medical Service	Operations and training staff	1	-	-	-
Buildings Department	Administration / Executive support / Project co-ordination staff	-	1	-	-
	Clerical / Secretarial support staff	-	41	-	-
	Professional support staff	-	18	-	-
	Technical support staff	-	52	-	-
	Customer services / Public relations staff	-	2	-	-
Census and Statistics Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Clerical / Secretarial support staff	12	-	-	-
	IT support staff	1	-	-	-
	Professional support staff	17	-	-	-
	Research work staff	153	-	-	-

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Chief Executive's Office	Administration / Executive support / Project co-ordination staff	1	-	-	-
	General / Support staff	3	-	-	-
	Customer services / Public relations staff	1	-	-	-
Chief Secretary and Financial Secretary's Offices	Administration / Executive support / Project co-ordination staff	5	1	15	-
	Clerical / Secretarial support staff	4	-	-	-
	General / Support staff	-	5	-	-
	IT support staff	1	-	-	-
	Professional support staff	6	-	-	-
	Customer services / Public relations staff	3	-	-	-
	Legal services staff	-	3	-	-
Civil Aviation Department	Professional support staff	1	-	-	-
	Technical support staff	3	-	-	-
Civil Engineering and Development Department	Administration / Executive support / Project co-ordination staff	4	1	-	-
	Clerical / Secretarial support staff	6	-	-	-
	IT support staff	-	1	-	-
	Professional support staff	12	-	-	-
	Technical support staff	3	-	-	-
Civil Service Bureau	Research work staff	-	-	1	-

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		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Commerce and Economic Development Bureau	Administration / Executive support / Project co-ordination staff	12	8	-	-
	Clerical / Secretarial support staff	5	-	-	-
	IT support staff	1	-	-	-
	Research work staff	1	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Trade work staff	-	4	-	-
Companies Registry	Administration / Executive support / Project co-ordination staff	23	-	-	41
	Clerical / Secretarial support staff	4	-	-	47
	Accounting staff	1	-	-	1
	Legal services staff	-	-	-	2
Constitutional and Mainland Affairs Bureau	Administration / Executive support / Project co-ordination staff	4	-	-	-
	Customer services / Public relations staff	1	-	-	-
Correctional Services Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Professional support staff	3	-	-	-
	Leisure and cultural services staff	1	-	-	-
Customs and Excise Department	Administration / Executive support / Project co-ordination staff	9	-	-	-

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Department of Health	Administration / Executive support / Project co-ordination staff	38	1	-	-
	Clerical / Secretarial support staff	10	4	-	-
	General / Support staff	7	230	-	-
	IT support staff	1	-	-	-
	Professional support staff	1	-	-	-
	Technical support staff	3	-	-	-
	Accounting staff	2	-	-	-
	Customer services / Public relations staff	2	-	-	-
	Medical / Hygiene / Welfare-related work staff	55	27	-	5
Department of Justice	Clerical / Secretarial support staff	2	-	-	-
	General / Support staff	1	-	-	-
	Translation staff	1	-	-	-
	Leisure and cultural services staff	1	-	-	-
	Legal services staff	50	-	-	-
Development Bureau	Administration / Executive support / Project co-ordination staff	5	6	3	-
	Clerical / Secretarial support staff	7	-	-	-
	Professional support staff	3	19	3	-
	Technical support staff	5	1	-	-
	Research work staff	-	-	2	-
	Translation staff	1	-	-	-
	Leisure and cultural services staff	-	4	-	-
	Legal services staff	4	-	-	-
Non-skilled staff	2	-	-	-	

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Drainage Services Department	Administration / Executive support / Project co-ordination staff	13	-	-	-
	Clerical / Secretarial support staff	18	-	-	-
	IT support staff	7	-	-	-
	Professional support staff	19	-	-	-
	Technical support staff	19	-	-	-
	Customer services / Public relations staff	6	-	-	-
Education Bureau	Administration / Executive support / Project co-ordination staff	66	8	-	-
	Clerical / Secretarial support staff	102	90	-	-
	General / Support staff	-	1	-	-
	IT support staff	99	1	-	-
	Professional support staff	46	-	-	-
	Technical support staff	2	11	-	-
	Accounting staff	1	1	-	-
	Education staff	448	6	12	-
	Research work staff	2	-	-	-
	Translation staff	2	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Medical / Hygiene / Welfare-related work staff	9	-	-	-
	Legal services staff	1	-	-	-
	Design staff	1	-	-	-
Non-skilled staff	3	297	-	-	

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Efficiency Office	Administration / Executive support / Project co-ordination staff	4	-	5	-
	Clerical / Secretarial support staff	-	-	11	-
	IT support staff	-	-	23	-
	Education staff	-	-	12	-
	Research work staff	-	-	1	-
	Customer services / Public relations staff	-	-	390	-
Electrical and Mechanical Services Department	Administration / Executive support / Project co-ordination staff	3	-	-	10
	Clerical / Secretarial support staff	1	-	-	22
	IT support staff	-	-	2	127
	Professional support staff	2	-	-	36
	Technical support staff	3	-	-	488
	Accounting staff	-	-	-	1
	Customer services / Public relations staff	-	-	-	5
	Non-skilled staff	-	-	-	7
Environment Bureau	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Professional support staff	1	-	-	-
	Customer services / Public relations staff	1	-	-	-

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Environmental Protection Department	Administration / Executive support / Project co-ordination staff	16	-	-	-
	General / Support staff	16	-	-	-
	Professional support staff	29	-	-	-
	Technical support staff	8	-	-	-
	Accounting staff	2	-	-	-
	Education staff	2	-	-	-
	Legal services staff	1	-	-	-
Financial Services and the Treasury Bureau	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Clerical / Secretarial support staff	1	-	-	-
	Tax research staff	1	-	-	-
Fire Services Department	IT support staff	1	2	-	-
	Technical support staff	24	-	-	-
Food and Environmental Hygiene Department	Administration / Executive support / Project co-ordination staff	11	-	-	-
	Clerical / Secretarial support staff	24	1	-	-
	Professional support staff	2	-	-	-
	Technical support staff	4	-	-	-
	Research work staff	1	-	-	-
	Customer services / Public relations staff	-	-	3	-
	Medical / Hygiene / Welfare-related work staff	49	71	-	-
	Non-skilled staff	-	2	-	-

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Food and Health Bureau	Administration / Executive support / Project co-ordination staff	15	-	-	-
	Clerical / Secretarial support staff	3	-	-	-
	Medical / Hygiene / Welfare-related work staff	2	-	-	-
Government Flying Service	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Professional support staff	2	-	1	-
	Education staff	2	-	-	-
Government Laboratory	Clerical / Secretarial support staff	1	-	-	-
	General / Support staff	3	-	-	-
	IT support staff	2	-	-	-
	Professional support staff	1	-	-	-
	Technical support staff	2	-	-	-
	Supplies staff	2	-	-	-
	Non-skilled staff	2	-	-	-
Government Logistics Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Clerical / Secretarial support staff	-	11	-	-
	Supplies staff	1	-	-	-
	Printing staff	-	-	3	5
	Non-skilled staff	1	-	-	6
Government Property Agency	Administration / Executive support / Project co-ordination staff	3	-	-	-
	Professional support staff	1	-	-	-

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Highways Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	6	-	-	-
	Professional support staff	50	-	-	-
	Technical support staff	1	-	-	-
Home Affairs Bureau	Administration / Executive support / Project co-ordination staff	36	1	3	-
	Clerical / Secretarial support staff	11	-	-	-
Home Affairs Department	Administration / Executive support / Project co-ordination staff	304	19	-	-
	Clerical / Secretarial support staff	95	-	-	-
	General / Support staff	-	1	-	-
	IT support staff	-	-	3	-
	Professional support staff	1	-	-	-
	Technical support staff	-	37	-	-
	Accounting staff	1	-	-	-
	Translation staff	-	8	-	-
	Legal services staff	3	-	-	-
	Non-skilled staff	-	1	-	-
Hong Kong Observatory	IT support staff	13	-	-	-
	Customer services / Public relations staff	3	-	-	-
	Design staff	2	-	-	-

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Hong Kong Police Force	Administration / Executive support / Project co-ordination staff	-	-	1	-
	Clerical / Secretarial support staff	5	-	-	-
	General / Support staff	-	4	-	-
	Technical support staff	-	1	-	-
	Education staff	1	-	-	-
	Customer services / Public relations staff	1	6	-	-
	Investigation staff	2	-	-	-
Post Office	Administration / Executive support / Project co-ordination staff	-	-	8	-
	General / Support staff	-	-	-	4
	IT support staff	-	-	41	-
	Professional support staff	-	-	13	-
	Technical support staff	-	-	2	-
	Accounting staff	-	-	4	-
	Education staff	-	-	2	-
	Postal services staff	-	-	16	864
	Sales staff	-	-	7	-
	Non-skilled staff	-	-	-	736
Immigration Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Clerical / Secretarial support staff	16	-	-	-
	Translation staff	19	-	-	-
	Customer services / Public relations staff	437	-	-	-
Information Services Department	Clerical / Secretarial support staff	-	-	1	-
	Customer services / Public relations staff	4	-	19	-

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Inland Revenue Department	Clerical / Secretarial support staff	94	-	-	-
	General / Support staff	16	-	-	-
	IT support staff	12	-	-	-
	Professional support staff	3	-	-	-
	Accounting staff	24	-	-	-
Innovation and Technology Bureau	Accounting staff	1	-	-	-
Innovation and Technology Commission	Administration / Executive support / Project co-ordination staff	-	1	-	-
	IT support staff	1	-	1	-
	Professional support staff	-	-	9	-
	Accounting staff	-	1	-	-
	Translation staff	-	1	-	-
	Customer services / Public relations staff	-	-	2	-
	Trade work staff	2	18	2	-
Intellectual Property Department	Customer services / Public relations staff	-	-	5	-
	Legal services staff	2	-	-	-
	Intellectual property examination staff	8	-	-	-
Invest Hong Kong	Administration / Executive support / Project co-ordination staff	1	-	-	-
	IT support staff	-	-	3	-
	Trade work staff	1	-	78	-

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Judiciary	Administration / Executive support / Project co-ordination staff	7	-	-	2
	Clerical / Secretarial support staff	49	-	-	-
	General / Support staff	15	-	-	-
	Professional support staff	-	-	1	-
	Accounting staff	4	-	-	-
	Legal services staff	42	-	-	2
Labour and Welfare Bureau	Administration / Executive support / Project co-ordination staff	13	-	-	-
	Clerical / Secretarial support staff	1	-	-	-
	Accounting staff	1	-	-	-
	Research work staff	2	-	-	-
	Customer services / Public relations staff	2	-	2	-
Labour Department	Administration / Executive support / Project co-ordination staff	27	-	-	-
	Clerical / Secretarial support staff	2	-	-	-
	IT support staff	1	-	-	-
	Medical / Hygiene / Welfare-related work staff	1	-	-	-
	Investigation staff	-	-	-	7
Land Registry	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	25	-	-	50
	Accounting staff	2	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Legal services staff	2	-	-	1

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Lands Department	Administration / Executive support / Project co-ordination staff	12	-	-	-
	Clerical / Secretarial support staff	6	-	-	-
	IT support staff	1	-	14	-
	Professional support staff	26	-	2	-
	Technical support staff	20	-	-	-
	Legal services staff	7	-	-	-
	Land administration staff	17	-	-	-
Legal Aid Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Non-skilled staff	2	-	-	-
Leisure and Cultural Services Department	Administration / Executive support / Project co-ordination staff	25	1	-	-
	Clerical / Secretarial support staff	40	42	-	-
	IT support staff	1	-	23	-
	Professional support staff	1	-	-	-
	Technical support staff	17	-	-	-
	Research work staff	7	-	-	-
	Transport services staff	-	6	-	-
	Leisure and cultural services staff	565	165	5	-
	Customer services / Public relations staff	11	-	3	-
	Non-skilled staff	3	-	-	-
Marine Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Professional support staff	3	-	-	-
	Technical support staff	1	-	-	-

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Office of the Communications Authority	Administration / Executive support / Project co-ordination staff	-	2	-	6
	Clerical / Secretarial support staff	4	2	-	29
	General / Support staff	-	1	-	3
	IT support staff	-	-	-	13
	Technical support staff	-	-	-	2
	Accounting staff	-	-	-	2
	Supplies staff	-	-	-	1
	Transport services staff	-	-	-	9
	Customer services / Public relations staff	-	-	-	28
	Broadcasting affairs staff	-	-	-	10
	Regulatory affairs staff	9	-	-	-
	Audio-visual technical staff	-	2	-	-
	Non-skilled staff	-	-	-	4
Office of the Government Chief Information Officer	Administration / Executive support / Project co-ordination staff	1	1	-	-
	Customer services / Public relations staff	-	1	-	-
Official Receiver's Office	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	3	-	-	-
	General / Support staff	3	-	-	-
	Accounting staff	17	-	-	-
	Legal services staff	6	-	-	-

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Planning Department	IT support staff	3	-	-	-
	Professional support staff	7	-	-	-
	Technical support staff	1	-	9	-
	Research work staff	-	-	2	-
	Translation staff	3	-	-	-
	Transport services staff	-	-	1	-
Radio Television Hong Kong	Administration / Executive support / Project co-ordination staff	-	4	-	-
	Clerical / Secretarial support staff	-	1	-	-
	IT support staff	-	4	-	-
	Professional support staff	-	14	-	-
	Technical support staff	-	12	-	-
	Customer services / Public relations staff	13	123	-	-
Rating and Valuation Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	IT support staff	-	-	15	-
	Professional support staff	1	-	-	-
	Technical support staff	6	-	-	-
	Recovery staff	1	-	-	-
Registration and Electoral Office	Administration / Executive support / Project co-ordination staff	181	-	-	-
	Clerical / Secretarial support staff	313	-	-	-
	Supplies staff	2	-	-	-
	Non-skilled staff	62	-	-	-

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Security Bureau	Administration / Executive support / Project co-ordination staff	18	-	-	-
	Clerical / Secretarial support staff	12	-	-	-
	Technical support staff	-	-	6	-
	Customer services / Public relations staff	1	-	-	-
	Legal services staff	2	-	-	-
Social Welfare Department	Administration / Executive support / Project co-ordination staff	33	8	-	-
	Clerical / Secretarial support staff	2	2	-	-
	Professional support staff	3	-	-	-
	Accounting staff	4	1	-	-
	Research work staff	2	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Non-skilled staff	-	1	-	-
Trade and Industry Department	Clerical / Secretarial support staff	11	-	-	-
	IT support staff	1	-	-	-
	Trade work staff	32	-	-	-
Transport and Housing Bureau	Administration / Executive support / Project co-ordination staff	6	-	-	-
	Clerical / Secretarial support staff	1	-	-	-
	Professional support staff	2	-	-	-
	Customer services / Public relations staff	1	-	-	-

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Transport Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	8	-	-	-
	Professional support staff	14	-	-	-
	Technical support staff	1	-	-	-
	Accounting staff	1	-	-	-
	Transport services staff	44	-	-	-
Treasury	Clerical / Secretarial support staff	11	-	-	-
	Accounting staff	3	-	-	-
University Grants Committee	Administration / Executive support / Project co-ordination staff	16	-	-	-
	Clerical / Secretarial support staff	2	2	-	-
	IT support staff	1	1	-	-
	Accounting staff	1	-	-	-
	Research work staff	1	-	-	-
Water Supplies Department	Administration / Executive support / Project co-ordination staff	3	-	-	-
	IT support staff	1	6	-	-
	Professional support staff	9	-	-	-
	Technical support staff	5	-	-	-
	Accounting staff	-	9	-	-
	Education staff	1	-	-	-
	Transport services staff	-	3	-	-
	Leisure and cultural services staff	1	-	-	-
	Customer services / Public relations staff	1	19	8	-

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Working Family and Student Financial Assistance Agency	Administration / Executive support / Project co-ordination staff	66	51	-	-
	Clerical / Secretarial support staff	458	176	-	-
	General / Support staff	1	-	-	-
	IT support staff	-	20	-	-
	Non-skilled staff	-	1	-	-
	Total	5 359	1 711	798	2 576

Note : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.