

政府總部

一般職系處

香港中環雪廠街十一號
中區政府合署西座九樓

GENERAL GRADES OFFICE
GOVERNMENT SECRETARIAT

9th Floor, West Wing
Central Government Offices
11 Ice House Street
Central, Hong Kong

本署檔號 OUR REF : G/C/39/4-C Pt. 13

電話 Tel: 2810 2962

來函檔號 YOUR REF :

傳真 Fax: 2530 2380

6 July 2011

To all members of the Clerical Officer rank

Dear Colleagues,

2011 Senior Clerical Officer Promotion Exercise

I write to inform you that a promotion exercise will be conducted to select suitable Clerical Officers (COs) for promotion to Senior Clerical Officer (SCO). Applications are now invited from serving COs who have two or more years of service in the CO rank as at 30 June 2011 and have the relevant work knowledge, experience and skills. Details are appended below.

Selection Process

2. SCO posts are normally grouped under the following streams –

Stream	Major areas of work
Finance and Accounting	Departmental accounting, procurement, stores and supplies, auditing, payments and revenue collection, and monitoring computerised accounting systems, etc.
General Administration	Departmental administration, record management, accommodation, application processing, licensing and registration, court support, committee work and setting up/maintaining computerised systems, etc.

Stream

Major areas of work

Personnel

Appointments, establishment, personnel, staff management, leave and passage, conditions of service, conduct and discipline, training, staff relations and monitoring computerised human resource information systems, etc.

3. A promotion board will be appointed to interview the applicants and to assess their suitability for promotion or acting appointment to the SCO rank. Applicants applying for more than one stream will only be required to attend one selection interview. The interview time will be suitably lengthened to allow adequate opportunity for the board to assess the applicant's suitability for various aspects of SCO work.

Anticipated Vacancies

4. The exact number of anticipated SCO vacancies that will arise are at present being worked out by this Office. The major areas of work mentioned in paragraph 2 above are broad indications only. The responsibilities of the successful applicants will depend on the specific requirements of the posts concerned.

Application

5. Applicants may apply for more than one stream in accordance with their work knowledge, experience and skills. In general, they are required to possess good intelligence, initiative, self-confidence, considerable knowledge of Government regulations/practice and experience in the relevant field. They must also have the ability and skill to organize work and supervise staff, together with a good command of Chinese and English. Knowledge of common business software application in database management and spreadsheet application is preferred as the work of many SCO posts involves upkeeping of administrative computer systems.

6. In the event of an exceedingly large number of qualified applicants, shortlisting criteria based on service and performance may be imposed to reduce the number of applicants to be interviewed to a manageable size. The endorsement of the Public Service Commission will be sought in imposing such criteria. Applicants should not therefore assume that they will all be invited to the interview.

7. If you wish to be considered in this promotion exercise, please complete Part I of the application form and return it to your Departmental Secretary on or before **22 July 2011**. **Late application will not be accepted.**

Enquiries

8. If you have any enquiries, please contact your Departmental Secretary or Ms Queenie LOO, S(G)C&S11 of this Office at 2810 2819.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mimi Leung', with a stylized flourish at the end.

(Ms Mimi LEUNG)
for Director of General Grades