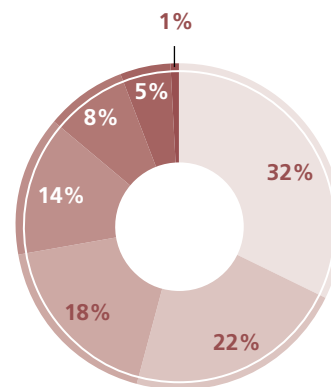


★ 社工及福利人員	Social Work and Welfare Staff	32%	2,696
★ 教職人員	Teaching Staff	22%	1,898
★ 技工及庶務人員	Artisan and Menial Staff	18%	1,514
★ 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	14%	1,148
★ 文職人員	Clerical Staff	8%	673
★ 行政人員	Administrative and Executive Staff	5%	388
★ 技術人員	Technical Staff	1%	88

合計 Total 8,405

截至2018年11月30日 As at 30 November 2018



## 年內完成的其他計劃/項目 Other Projects/Items Completed in the Year

附錄 H2 / Appendix H2

- 招聘員工，以配合新推行計劃和新成立服務單位的人手需求，以及填補自然流失所產生的空缺。  
Staff recruitment was conducted to meet manpower needs of new programmes and service centres and fill vacancies arising from normal turnover.
- 年內共舉行1,899次遴選委員會，聘任1,590名員工。  
A total of 1,899 appointment boards were conducted and 1,590 new staff members were recruited.
- 為中、小學、幼稚園及特殊學校的教職員舉行晉升遴選。  
Promotion exercises were conducted for teaching staff of secondary schools, primary schools, kindergartens and special schools.
- 為小學及特殊學校教師轉職為學位教師進行遴選。  
Regrading exercises were conducted for appointing eligible teachers to graduate teaching posts in primary and special schools.
- 為中、小學及特殊學校的合約教師及專責人員轉任實職進行遴選。  
Conversion exercises were conducted for reappointing contract teaching and specialist staff on permanent terms in secondary, primary and special schools.
- 與教育科合作，檢討高級技術支援服務員職位的薪酬及聘任要求；並已就技術支援服務員職位的聘任模式由臨時改為一年的合約條款作出安排。  
Collaborated with the Education Division to undertake a review on the salary scale and appointment requirements for the senior technical support services officer post, mode of employment for the post of the technical support services officer changed from temporary to one-year contract terms.
- 為使本院屬下資助學校在處理員工招聘事宜方面有更大的靈活性及加快招聘程序，統一由教育科或學校層面舉行入職職級教師職位遴選委員會，以及簡化審批教職員和非教職員的遴選委員會報告的程序。  
To give TWGHs aided schools more flexibility in handling staff recruitment matters and speed up the recruitment process, the composition of decentralised Appointment Board (AB) for teaching posts at entry ranks were aligned and the approval procedures for decentralised AB reports for teaching and non-teaching posts were simplified.
- 按照政府公務員2018年的薪酬調整，相應調整須付給有關員工的款項，包括薪金、津貼、假期款項及按期付款等。  
In line with the Civil Service Annual Pay Adjustment 2018, the relevant payments payable to the staff members concerned were adjusted, including salaries, allowances, leave encashment, periodical payment, etc.
- 舉辦員工講座，介紹職業退休計劃和強積金計劃的投資組合及風險。  
Talks were organised to enhance staff members' understanding of the risks and portfolios of various investment vehicles under the Occupational Retirement Scheme and the Mandatory Provident Fund Schemes.
- 持續改善人力資源作業系統、人事一線通電話查詢熱線（互動語音系統）、人事資訊站及電子告示板系統。  
On-going fine-tuning was carried out for the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk and Digital Signage System.

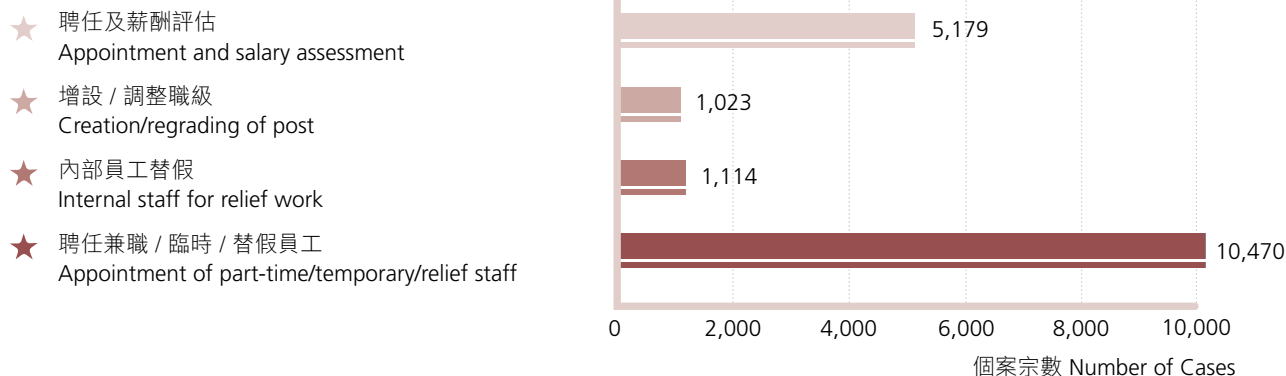
- 設計新的文件套，向新入職員工推廣人力資源的電子服務。  
A zip bag was designed for newly-recruited staff members to promote HR e-services.
- 全面更新人力資源處人事電腦的軟件安裝紀錄，以妥善管理電腦設施。  
A comprehensive update of the computer software installation record of the Personnel Section of the Human Resources Branch was undertaken to effectively manage the computer facilities.
- 持續提升及改良員工假期資料電腦系統。  
On-going enhancement and modifications of the Staff Leave Information System was undertaken.
- 為進一步推廣東華三院的關愛文化及為員工打氣，人力資源處於2019年1月下旬在行政總部舉辦「元氣日」活動。  
To further promote the caring corporate culture of TWGHs and cheer up its staff members, a "Cheer Day" was organised by the Human Resources Branch at the Administration Headquarters in late January 2019.

### 檢討工作 Reviews undertaken

- 檢討行政總部人力編配，加強行政支援，以配合機構的發展需要。  
Manpower review for the Administration Headquarters was conducted to strengthen administrative support and cope with the organisational development.
- 檢討及更新招聘廣告商的服務計劃。  
A review and update was conducted for the advertisement packages offered by recruitment service providers.
- 就現行人事程序及慣例作出檢討，有關簡化人力資源管理系統的改善措施及行政安排亦已實施。  
Reviews on the existing personnel procedures and practices were undertaken. Improvement measures were implemented to streamline and enhance the flexibility of the human resources administration system.
- 因應薪酬及消費物價指數的調整，修訂有關的津貼率，包括行車津貼、指定職位津貼、膳食津貼等。  
In view of the pay adjustments and Consumer Price Index, a review was conducted on the rates of related allowances, including the mileage allowance, designated post allowance, and meal allowance etc.
- 為配合現行的機構政策，檢視及修訂「仍生效的人事通告/備忘錄」。  
A review and updates on "personnel circulars/circular memoranda still in force" were completed for alignment with existing organisational practices.
- 檢討員工訓練政策及流程。  
A review of staff training policies and procedures was conducted.
- 檢討及修訂長期服務旅遊評選獎勵計劃。  
A review and revision of the Long Service Travel Panel Awards was conducted.
- 檢討及修訂長期服務獎。  
A review and revision of the Long Service Awards was conducted.

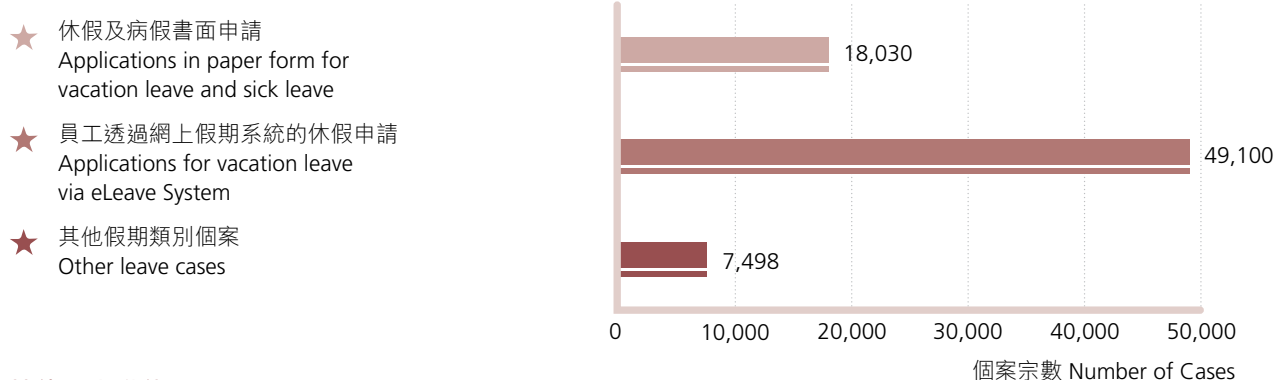
### 員工聘任

#### Staff Appointment



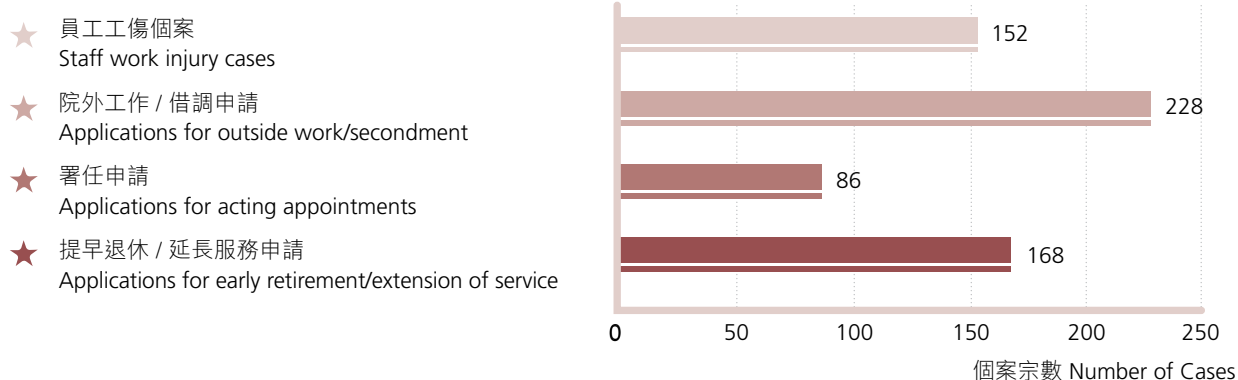
### 假期管理

#### Leave Management



### 其他人事職能

#### Other Personnel Functions



### 以人力資源作業系統處理的薪酬個案

#### Payroll Transactions in the Human Resources Information System

