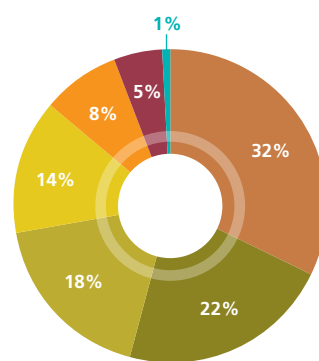


● Staff Establishment (Excluding Hospitals and Time-limited Post) 2019/2020

✿ 社工及福利人員	Social Worker and Welfare Staff	32%	2,754
✿ 教職人員	Teaching Staff	22%	1,899
✿ 技工及庶務人員	Artisan and Menial Staff	18%	1,513
✿ 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	14%	1,206
✿ 文職人員	Clerical Staff	8%	686
✿ 行政人員	Administrative and Executive Staff	5%	399
✿ 技術人員	Technical Staff	1%	90

合計 Total 8,547

截至2019年11月30日 As at 30 November 2019



年內完成的其他計劃/項目

● Other Projects/Items Completed in the Year

- 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 units and fill vacancies arising from normal turnover.

- 年內共舉行2,056次遴選委員會，聘任1,612名員工。
A total of 2,056 appointment boards were conducted and 1,612 new staff members were recruited.

- 為確保社會服務單位處理員工招聘事宜時更為靈活且能加快招聘過程，該處簡化了收集職位申請及處理遴選委員會報告的程序。
To give more flexibility in handling staff recruitment matters and speed up the recruitment process for community service units, the collection of job applications and the processing of decentralised appointment board reports were both simplified.

- 完成員工職前體格檢查及醫事檢查服務的聯合招標，並分別與「聯保醫務所」及「萊佛士醫療中心(香港)有限公司」簽訂相關的新服務合約。
A joint tendering exercise for pre-appointment medical examination and medical assessment service was conducted, leading to the successful conclusion of new service agreements with "CHC Group Medical Practice" and "Raffles Medical Group (Hong Kong) Limited" respectively.

- 為中、小學、特殊學校及幼稚園的教職員舉行晉升遴選。
Promotion exercises were conducted for teaching staff of secondary schools, primary schools, special schools and kindergartens.

- 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，完成對高級技術支援服務員及技術支援服務員職位的聘任要求的檢討，並提高持有學位的技術支援服務員職位的入職薪酬。
In collaboration with the Education Division, the Branch completed a review on the recruitment requirements for the posts of Senior Technical Support Services Officer and Technical Support Services Officer (TSSO), and increased the entry salary of TSSO for degree holders.

- 舉辦員工講座，介紹《職業退休計劃條例》和強積金計劃的投資及風險組合。
Talks were organised to introduce the portfolios and risks of various investment vehicles under the *Occupational Retirement Schemes Ordinance* and the Mandatory Provident Fund Schemes.

- 為加強員工自助服務，「人事一線通」24小時電話查詢系統已重新建立及啟動，並配合新設計的宣傳單張向員工介紹系統的流程。
To strengthen the employee self-services, the 24-hour "HR-Link" Interactive Voice Response System has been redeveloped and launched with a newly designed promotion leaflet to introduce the System call flow to staff members.

- 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 of the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk and Digital Signage System was executed.

- 持續進行人力資源處人事部的軟件資產管理。
On-going computer software asset management of the Personnel Section of the Human Resources Branch was undertaken.

- 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.

- 為長期服務獎和榮休獎的紀念品作出新的設計，以表揚長期服務及工作表現良好的員工。
New design for souvenirs of Long Service Awards and Retirement Awards, appreciating long service and outstanding performance of staff members.

- 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5月29日在行政總部舉辦「感謝日」活動。
To further promote the caring culture of TWGHs and cheer up its staff members, the "Thankful Day" was organised by the Human Resources Branch at Administration Headquarters on 29 May 2019.

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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 services 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 exiting personnel procedures and practices were undertaken. Improvement measures were implemented to streamline and enhance the flexibility of the Human Resources Administration System.

- 因應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 Consumer Price Index, a review was conducted on the rates of related allowances, including the mileage allowance, designated post allowance, 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.

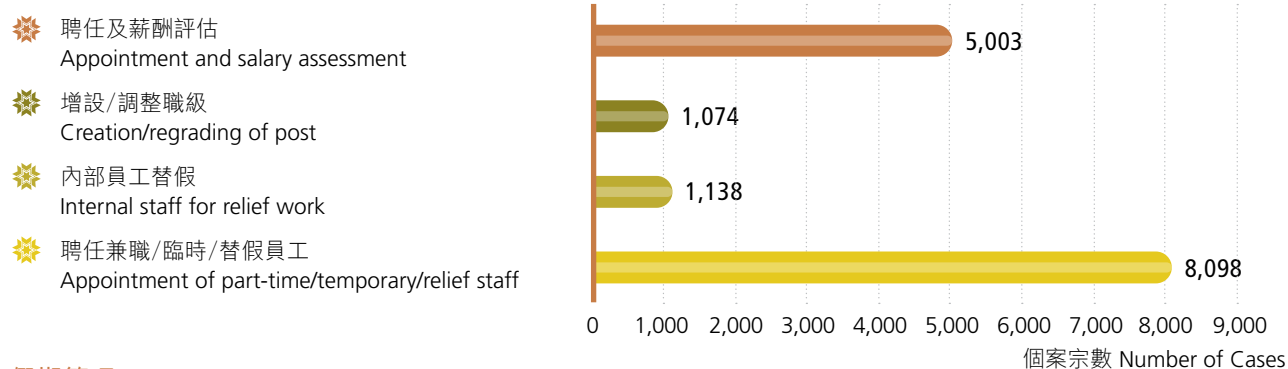
- 檢討員工訓練政策及流程。
A review of staff training policies and procedures was conducted.

- 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.

● Number of Cases Handled for Personnel Functions in 2019/2020

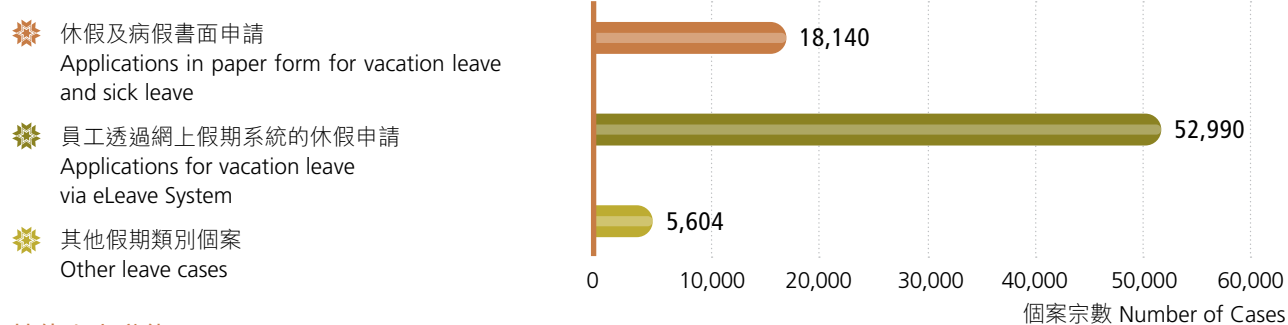
員工聘任

★ Staff Appointment



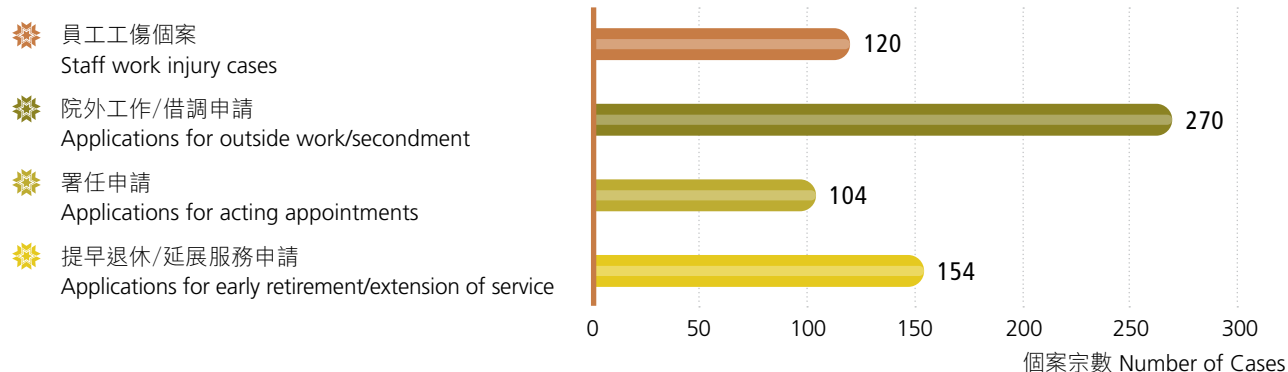
假期管理

★ 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

