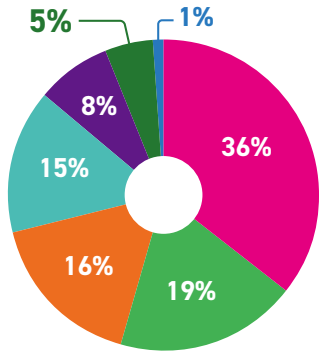
2024/2025 年度員工編制（醫院及非常任職位除外）
Staff Establishment in the Year of 2024/2025 (Excluding Hospitals and Time-limited Posts)

附錄 H1 / Appendix H1

社工及福利人員	Social Worker and Welfare Staff	3,645	36%
教職人員	Teaching Staff	1,889	19%
技工及庶務人員	Artisan and Menial Staff	1,668	16%
醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	1,583	15%
文職人員	Clerical Staff	846	8%
行政人員	Administrative and Executive Staff	532	5%
技術人員	Technical Staff	104	1%
合計	**Total**	10,267	100%

截至2024年11月30日 As at 30 November 2024



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

附錄 H2 / Appendix H2

- 為新成立的服務單位、新推行的計劃及填補自然流失的空缺招聘員工。
- 年內共舉行2,133次遴選，經遴選委員會聘得1,704名員工。
- 為中學、小學、幼稚園及特殊學校的校長及高級教職員職位舉行晉升遴選。
- 修訂學校處理職前體格檢驗的行政指引，為學校及幼稚園提供更清晰指引，方便處理相關個案。
- 為加快招聘程序，將處理新聘任員工合約的校本行政安排，由教職員伸延至特殊學校的專責人員。
- 按照政府公務員2024年的薪酬調整幅度，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。
- 「僱員入門網站」推出年度員工假期資料紀錄摘要的電子版本，方便員工查閱紀錄。
- 持續提升員工假期資料電腦系統。
- 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。
- 舉辦員工講座，介紹「職業退休計劃」及「強積金計劃」各投資工具的投資組合及風險。
- 為員工（臨時員工除外）進行每兩年一次的自選計劃，讓員工自行選擇將現時的強積金累算權益及新供款轉移至本院另一家強積金服務公司，有關強積金戶口轉移安排已於2024年6月1日生效。
- 完成每年核查及更新人力資源科人事部的軟件資產管理紀錄。
- 向所有員工派發天然橄欖油護手霜，為同事打打氣。
- 向所有員工派發由人力資源科特別製作的2025年年曆咭。
- 為進一步推廣東華三院的關愛文化，董事局成員聯同行政總監拍攝「蛇年賀歲短片」，為員工送上新年祝福。

- Staff recruitment was conducted to meet manpower needs of new service units, new programmes and to fill vacancies arising from normal turnover.
- A total of 2,133 appointment boards were formed to conduct recruitment exercises, and 1,704 new staff members were recruited during the year.
- Promotion exercises were conducted for heads of schools and senior teaching posts of secondary schools, primary schools, kindergartens and special schools.
- The procedural guidelines on the handling of pre-appointment medical examinations at school level were revised to provide more detailed guidance for schools and kindergartens in handling relevant cases.
- To expedite the recruitment process, the school-based administrative arrangements for handling the employment contracts for new recruits were extended from teaching staff to specialised staff of special schools.
- In line with the Civil Service Annual Pay Adjustment 2024, relevant payments payable to staff members concerned were adjusted, including salaries, allowances, leave encashment, and periodical payment.
- An electronic version of Annual Staff Leave Record Summary was launched at the "Employee Portal" to facilitate staff access to the records.
- An ongoing enhancement of the Staff Leave Information System was undertaken.
- Ongoing fine-tuning of the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk and Digital Signage System was undertaken.
- Staff talks were held to introduce the portfolios and risks of various investment vehicles under the "Occupational Retirement Scheme" and the "Mandatory Provident Fund Schemes".
- A biennial option exercise for staff (except temporary staff) to opt for transfer of their existing MPF accrued benefits and new contributions to one of the service providers under the TWGHs MPF Schemes was conducted. The transfer of the MPF account took effect on 1 June 2024.
- An annual checking and updating of the computer software asset records of the Personnel Section of the Human Resources Division was completed.
- Hand creams with natural olive oil were distributed to all staff members to cheer them up.
- A specially designed calendar card of 2025 was distributed to all staff members.
- To further promote the caring culture of TWGHs, Board Members and the Chief Executive wished all fellow colleagues a Happy New Year in an in-house video produced for the Year of the Snake.

回顧工作

- 審視現行人事程序及慣例，並實施有關簡化人力資源管理系統的改善措施及行政安排。
- 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。
- 審視及更新招聘廣告商的服務計劃。
- 因應年度薪酬及消費物價指數的調整，修訂相關的津貼率，包括行車津貼及指定職位津貼。
- 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」。
- 審視及更新資助學校教職員的合約，以符合教育局的要求及指引。
- 修訂員工訓練政策及流程。
- 檢視「長期服務旅遊評選獎勵計劃」。
- 提升「員工榮休旅遊獎」得獎金額。

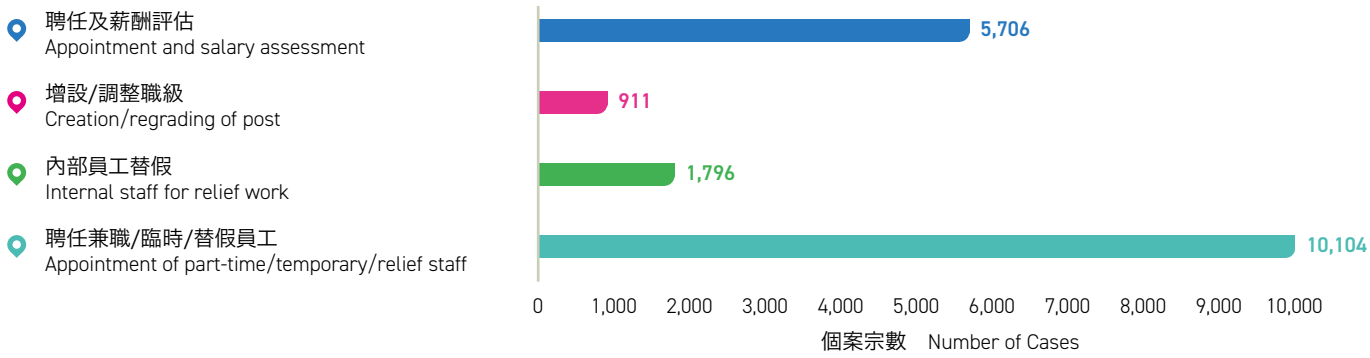
Reviews Undertaken

- Reviews on the existing personnel procedures and practices were conducted. Improvement measures and administration arrangements were implemented to streamline the human resources system.
- A manpower review for the Administration Headquarters was conducted to strengthen administrative support in line with the development needs of the organisation.
- A review and update of recruitment advertisement service packages was conducted.
- In view of the annual pay adjustment and the adjusted Consumer Price Index, the rates of related allowances were revised, covering the mileage allowance and designated post allowance.
- To fall in line with existing organisational practices, a review to update "personnel circulars/circular memoranda still in force" was conducted.
- A review and update of the employment contracts for teaching staff in aided schools were conducted to meet the requirements and guidelines of the Education Bureau.
- A revision of training policies and procedures was conducted.
- A review of the "Long Service Travel Panel Awards" was conducted.
- The monetary amount of the "Travel Award for Staff on Retirement" was enhanced.

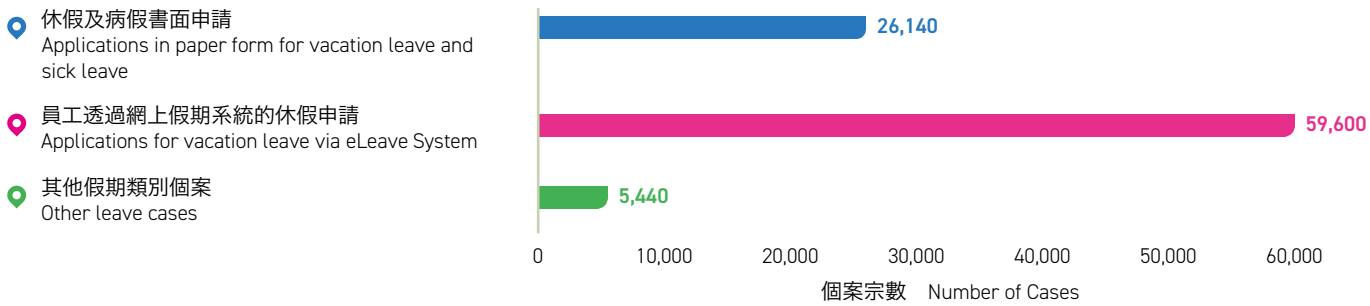
2024/2025 年度人事職能個案處理宗數
Numbers of Cases Handled for Personnel Functions in the Year of 2024/2025

附錄 H3 / Appendix H3

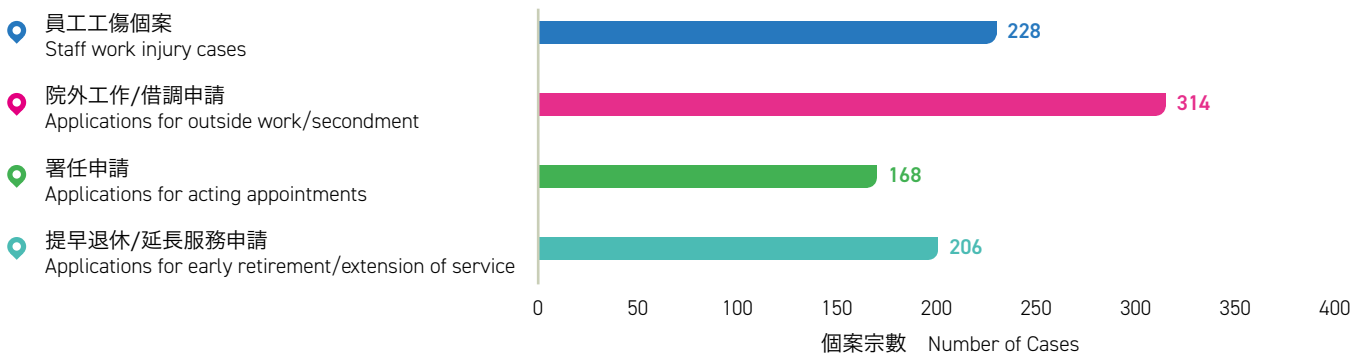
員工聘任
Staff Appointment



假期管理
Leave Administration



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

