

# CENTRAL POLICY UNIT RECRUITMENT BRIEFING 中央政策組招聘簡介會

Senior Policy and Project Co-ordination Officer /  
Policy and Project Co-ordination Officer  
高級政策及項目統籌主任 / 政策及項目統籌主任

# Rundown

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# Welcome

# 歡迎



**What is Public Policy Research?**

**什麼是公共政策研究?**



## **Work of the Policy Innovation and Co-ordination Office**

## **政策創新與統籌辦事處的工作**

# Key Functions of the Policy Innovation and Co-ordination Office

## 政策創新與統籌辦事處的主要功能

- Secretariat to the Chief Executive's Council of Advisers on Innovation and Strategic Development  
行政長官創新及策略發展顧問團秘書處
- co-ordinating preparation of the Policy Address  
統籌《施政報告》的預備工作
- co-ordinating selected major cross-bureau policies  
統籌選定的重要跨局政策

# Key Functions of the Policy Innovation and Co-ordination Office

## 政策創新與統籌辦事處的主要功能

- providing “first-stop and one-stop” project consultation and co-ordination services  
提供「首站及一站式」項目諮詢和統籌服務
- conducting evidence-based policy research (especially cross-bureau issues)  
進行以實證為本的政策研究 (尤其是跨局課題)
- fostering a policy community and capacity building in policy research (managing public policy research funding schemes)  
推動政策社群的發展，提升公共政策研究的能力  
(管理公共政策研究撥款計劃)

# Key Functions of the Policy Innovation and Co-ordination Office

## 政策創新與統籌辦事處的主要功能

- promoting public engagement during the policy formulation process

推動制訂政策過程中的公眾參與





## **Duties of Senior Policy and Project Co-ordination Officer / Policy and Project Co-ordination Officer**

**高級政策及項目統籌主任/  
政策及項目統籌主任的職責**

# Duties of Senior Policy and Project Co-ordination Officer / Policy and Project Co-ordination Officer 高級政策及項目統籌主任 / 政策及項目統籌主任的職責

“我期望新的「政策創新與統籌辦事處」是個朝氣勃勃、包容不同意見，突破固有思維的行動型隊伍”

– 行政長官

“I have high hopes that the new Policy Innovation and Co-ordination Office will be an action-oriented team which is energetic, inclusive of different opinions and capable of thinking out of the box”

– The Chief Executive

# Duties of Senior Policy and Project Co-ordination Officer / Policy and Project Co-ordination Officer 高級政策及項目統籌主任 / 政策及項目統籌主任的職責

- undertaking public policy research and analysis  
進行公共政策研究及分析
- assisting in co-ordinating major cross-bureau policies selected by the Senior leadership in the Government  
協助統籌由政府高層選定的重要跨局政策
- Providing “first-stop and one-stop” project consultation and co-ordination services for innovative projects  
為創新項目提供「首站及一站式」項目諮詢和統籌服務

# Duties of Senior Policy and Project Co-ordination Officer / Policy and Project Co-ordination Officer 高級政策及項目統籌主任 / 政策及項目統籌主任的職責

- maintaining liaison with the policy research community  
聯絡政策研究界別
- managing public policy research funding schemes  
管理公共政策研究撥款計劃
- planning and conducting public engagement exercises  
策劃和安排公眾參與活動
- providing secretariat support services  
提供秘書處支援服務

# Entry Requirements 入職條件

Senior Policy and Project Co-ordination Officer 高級政策及項目統籌主任	Policy and Project Co-ordination Officer 政策及項目統籌主任
<p>1<sup>st</sup>/2<sup>nd</sup> class honours bachelor's degree, preferably in social sciences, law, economics or other related disciplines</p> <p>一級或二級榮譽學士學位(尤以社會科學／法律／經濟學或相關學科為佳)</p>	<p>1<sup>st</sup>/2<sup>nd</sup> class honours bachelor's degree</p> <p>一級或二級榮譽學士學位</p>
<p>at least 5 years' relevant post-degree working experience</p> <p>在取得學位後，累積不少於五年相關工作經驗</p>	<p>at least 2 years' relevant post-degree working experience</p> <p>在取得學位後，累積不少於兩年相關工作經驗</p>
<p>good understanding of Hong Kong's public administration and public policies</p> <p>熟悉香港的公共行政和公共政策</p>	
<p>ability to plan and conduct research and public engagement activities independently</p> <p>能獨立策劃並進行研究和公眾參與活動</p>	<p>ability to conduct research and public engagement activities independently</p> <p>能獨立進行研究和公眾參與活動</p>

# Entry Requirements 入職條件

Senior Policy and Project Co-ordination Officer 高級政策及項目統籌主任	Policy and Project Co-ordination Officer 政策及項目統籌主任
good oral and written communication skills 具備良好的口頭和書面溝通技巧	
good leadership and are team players 具備良好領導能力和擅於團隊合作	good interpersonal skills and are team players 具備良好人際技巧和擅於團隊合作
good knowledge in computer applications 熟悉電腦應用	
Possession of a postgraduate research degree, or actual experience in leading and supervising public policy research, or both, will be an advantage 持有研究生學位，或具備領導和監督公共政策研究的實質經驗者更佳	Possession of a postgraduate research degree will be an advantage 持有研究生學位者更佳

# Terms of Appointment 聘用條款

- **Non-civil Service Contract Terms 非公務員合約**
- **Duration of Contract: 3 years**  
合約年期：3年
- **Remunerations 薪酬：**

<b>Senior Policy and Project Co-ordination Officer</b> 高級政策及項目統籌主任	<b>Policy and Project Co-ordination Officer</b> 政策及項目統籌主任
HK\$60,000 – HK\$95,000 per month (depending on qualifications and relevant working experience) 月薪\$60,000 - \$95,000 (視乎學歷和相關工作經驗而定)	HK\$30,000 – HK\$48,000 per month (depending on qualifications and relevant working experience) 月薪\$30,000 - \$48,000 (視乎學歷和相關工作經驗而定)
<p>Plus a gratuity which, when added together with the Government's contribution to MPF scheme, equals 15% of the total basic salary 另加一筆連同政府向強制性公積金計劃所作的供款，相等於所得底薪總額15%的約滿酬金</p>	

# How to apply 申請手續

## **Closing Date of Application 截止申請日期:**

17 November 2017 (Friday)

二零一七年十一月十七日 (星期五)

## **Application Documents 申請文件:**

1. Application form (G.F. 340)

申請表格[GF340]

2. Application letter in Chinese or English (not exceeding two pages)

以中文或英文撰寫的申請信(不多於兩頁)



# How to apply 申請手續

## Application Methods 申請方法:

- **Online Application 網上申請**

- Fill in the online application form at <http://www.csb.gov.hk>  
透過互聯網站 (<http://www.csb.gov.hk>) 填妥網上申請表格
- Email the application letter to [recruitment@cpu.gov.hk](mailto:recruitment@cpu.gov.hk)  
將申請信電郵至[recruitment@cpu.gov.hk](mailto:recruitment@cpu.gov.hk)

- **By post or by hand 郵寄或親身投遞**

- Submit the completed application form and application letter by post or by hand to Central Policy Unit  
將填妥的申請表格和申請信，一併郵寄或親身送交中央政策組

# Estimated Recruitment Schedule 預計招聘時序

- Written Test (around early to mid December 2017)  
筆試 (約2017年12月初至中旬)
- Interview (around mid January 2018)  
面試 (約2018年1月中旬)
- Offer of Employment (around March to April 2018)  
聘請通知 (約2018年3月至4月)

\* The above timings are only tentative and may be subject to changes without further notification.  
上述只為暫定時間，可能仍會有變而不作另行通知。



# Questions & Answers

## 答問環節