

政府總部
公務員事務局
香港添馬添美道2號
政府總部西翼



CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT
WEST WING
CENTRAL GOVERNMENT OFFICES
2 TIM MEI AVENUE, TAMAR
HONG KONG

本函檔號 Our Ref.: AD/8/10/1

來函檔號 Your Ref.:

電話號碼 Tel. No.: 2810 3155

傳真號碼 Fax No.: 2501 0877

電郵地址 E-mail Address: csbts@csb.gov.hk

網址 Homepage Address: <http://www.csb.gov.hk>

2 June 2021

Dear Colleagues,

In-service Recruitment Exercise 2021 of the Administrative Officer Grade

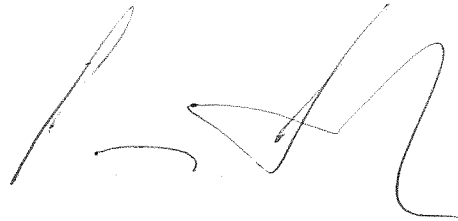
The Administrative Service is a cadre of professional public administrators who play a key role in the HKSAR Government's policy formulation and implementation, resource management, district administration and representation and promotion of Hong Kong's trade and other interests overseas and in the Mainland. Members of the Administrative Service are posted around a variety of offices in bureaux and departments, including Economic and Trade Offices overseas and Offices in the Mainland, at intervals of a few years.

The work of Administrative Officers poses immense and incessant challenges, but also offers an unmatched sense of satisfaction and reward. The vast majority of the most senior civil service posts are held by Administrative Officers, who reach the directorate level relatively young. Consequently the Administrative Service can only afford to admit the best, the most resilient and the most dedicated candidates. We look for the highest standard of integrity, sharp analytical ability, excellent communication skills, readiness to be innovative and good team spirit.

The Administrative Officer Grade is now launching an in-service recruitment exercise. The application period is between 2 June and 16 June 2021, both dates inclusive. For details, please refer to the attached vacancy circular. If you possess the qualities the Administrative Service looks for and are ready for greater challenges in your career, do consider taking this opportunity to assume a different role to contribute to the community. The Administrative Grade management will be organizing

two briefings on the work of Administrative Officers for serving civil servants. Please look out for information about these briefings to be announced soon if you are interested.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Ingrid Yeung', written in a cursive style.

(Mrs Ingrid Yeung)
Permanent Secretary for the Civil Service