



行政工作

ADMINISTRATION WORK

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行政部負責處理公署的財務、行政及人事事宜，讓公署運作暢順。

在年報期內，行政部協助審計署署長為公署進行「衡工量值」審計，並提供相關資料。為回應審計署署長提出的部分建議，行政部按私隱專員的指示採取糾正行動，包括發出新的或經修訂的通告及指引，例如頒布《推廣活動手冊》，加強控制推廣、款待、公務酬酢及海外職務訪問方面的支出。行政部會繼續努力遵從《行政安排備忘錄》的規定及「適度和保守」的原則運用公帑。

在日常行政方面，行政部的主要目標是適當運用資源，為公署的運作提供行政及流程上的支援，以及為員工提供安全的工作環境。為私隱專員及各部門提供翻譯服務的法定語文主任在年報期內翻譯超過四十八萬字。由於公署僅得一名負責翻譯的員工，部分翻譯工作需要外判，以應付因條例檢討工作而大增的工作量。行政部會在公署的租約屆滿前適時進行籌劃工作，包括評估辦公地方的需要。

關於人力資源管理方面，行政部就不同職位進行了26次招聘，共接獲及處理2,748份職位申請。公署採取了新措施，請申請者到公署網站瀏覽職位要求及下載職位申請表，以減低刊登招聘廣告的費用及簡化申請程序。行政部曾為新入職員工舉辦兩次(每次為期三日)員工入職培訓，亦為員工舉辦「壓力管理」工作坊，教授面對及處理壓力的技巧。私隱專員頒發了「我最樂意共事的伙伴」的每年獎項，得獎者每年由員工投票選出。這獎項有助提升員工的士氣。

The Administration Division handles finance, administration and personnel matters of the PCPD and its existence enables the PCPD to operate smoothly.

In the year under review, the Administration had provided information and assisted the Director of Audit in the conduct of the “value-for-money” audit. In response to some of the recommendations given by the Director of Audit, rectification actions were duly taken on the instructions of the Commissioner to address the areas of concern, including the issuance of new or revised circulars and guidelines, such as the promulgation of the Promotional Events Manual to strengthen expenditure control on promotion, hospitality, official entertainment and overseas duty visits. Continuous efforts were made to handle public funds in accordance with the provisions of the Memorandum of Administrative Arrangements and the “moderate and conservative” approach.

On the daily administration, the proper utilization of resources to provide administrative and logistical support for the functional performance of PCPD and the provision of a safe working environment remain the primary objectives. The Official Languages Officer who rendered translation services to the Commissioner and the various divisions had translated 485,842 words in the reporting year. Due to the fact that there was only one translator with no back-up, some translation work had to be outsourced to cope with the greatly increased workload generated by the Ordinance review exercise. Planning works including assessment of office space needs had to be carried out in good time before the expiry of the office lease.

For human resources management, 26 recruitments were conducted in respect of different posts and a total of 2,748 job applications were received and processed. The PCPD adopted new measures to save advertising costs and to streamline the process of applications by asking job applicants to refer to details of job specifications posted on PCPD's website and online job application forms were made available. Two comprehensive (each lasting 3 whole days) staff orientation programmes were arranged for the induction and training of new staff. A workshop on “stress management” was held to teach staff how to respond to stress and learn healthier coping strategies. The Commissioner gave his annual Award of “My Most Favorite Workmate” to the candidate who received the most votes from her colleagues. The Award had the desired effect of boosting team morale and spirit.