Breakdown of the remaining posts created in 1998/99

<u>Branch</u>	<u>Purpose</u>	No. of Post involved*
Allocation and Marketing	To cope with the increased quota for HOS White Form applicants	14 Assistant Professional
II .	To strengthen clerical support to the Administration Unit of Applications Section	1 Assistant Professiona (Note ¹)
***	To cope with the increasing number of applications for mortgage consent, consent to assign, mortgage default claims and deeds of mutual covenant	1 Professional
"	To man the new Housing Information Centre in Hong Kong West	2 Assistant Professional 4 Supporting
n	To cope with the workload arising from the increase in HOS projects and the growing complexity of land administration work	2 Professional
II	To cope with the implementation of the forthcoming phases of TPS	1 Professional 10 Assistant Professional

Note

Commercial and Services (renamed as Commercial and Business Development since 1.3.99)	To cope with additional workload in rental assessments and viability studies for commercial properties	1 Senior Professional2 Professional2 Assistant Professional
n	To cope with the increasing scope and complexity of work for project management	2 Professional4 Assistant Professiona1 Supporting
II	To cope with the increasing scope and complexity of work arising from ten-year forecast exercise on new work projects	1 Supporting
II .	To manage architect led consultancy projects	1 Supporting
II	To strengthen the contract administration and handle increasing workload on pre-contract services	5 Supporting
11	To handle assessments of geological and geotechnical issues on the development potentials of sites	1 Professional
11	To provide clerical, typing, secretarial and messengerial services	5 Supporting

Corporate Services	To provide professional legal services	1 Professional
"	To plan for office relocation upon completion of new premises	1 Professional1 Assistant Professiona
"	To cope with expanded promotional activities and to enhance corporate image and staff communication	1 Assistant Professiona
"	To strengthen administrative support to Computer Division	1 Assistant Professiona (Note ²)
"	To cope with increasing cases and to clear the backlog of Appeal Panel	1 Assistant Professiona1 Supporting
"	To provide clerical/secretarial/messengerial/services to various sections/offices and transport services to the Department	8 Supporting
Development and Construction	To cope with the increasing workload arising from the bunching of housing production and to strengthen site inspection	1 Professional 11 Assistant Professional 53 Supporting
II .	To improve the financial management system of the	1 Professional

Note² To be offset by the deletion of two Supporting posts

Annex B	
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	Branch	(Page 4 of 5) 1 Assistant Professiona
Development and Construction	To strengthen secretarial support to the Branch	6 Supporting
II .	To handle site potential studies for housing development proposals	1 Professional 1 Supporting
**	To provide technical support to Project Team for increasing workload	3 Supporting
Finance and Accounting	To provide secretarial services	1 Supporting
Management	To cope with the workload of the management of public rental estates	3 Supporting
"	To manage and supervise additional minor maintenance contracts	12 Supporting
11	To strengthen the provision of structural engineering services to cope with increase in volume and complexity of work	3 Professional
"	To cope with the increasing workload in the Drawing Offices of Regional Maintenance Offices	9 Supporting

Management	To strengthen the Central Vetting Team in vetting and approving applications of fitting-out works and to handle installation/modification of building service systems of commercial premises	1 Professional1 Assistant Professional
"	To enhance the grade management functions of the Technical Officer (Architectural) grade in the Management Branch	1 Professional (Note ³)
***	To provide warden services for two new Housing for Senior Citizens projects	6 Supporting

#Legend

Senior Professional - maximum salary between MPS 45-49 e.g. Senior Building Services Engineer

Professional - maximum salary between MPS 34-44 e.g. Structural Engineer Assistant - maximum salary between MPS 26-33 e.g. Housing Officer

Professional

Supporting - maximum salary between MPS 1-25 or on Training Pay Scale or Model Scale I e.g. Assistant Clerical

Officer,

Survey Officer (Trainee), Workman II

 Note^3 To be offset by the deletion of one Professional post of another rank.