

Breakdown of the remaining posts created in 1998/99

<u>Branch</u>	<u>Purpose</u>	<u>No. of Post involved[#]</u>
Allocation and Marketing	To cope with the increased quota for HOS White Form applicants	14 Assistant Professional
"	To strengthen clerical support to the Administration Unit of Applications Section	1 Assistant Professional (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
"	To cope with the workload arising from the increase in HOS projects and the growing complexity of land administration work	2 Professional
"	To cope with the implementation of the forthcoming phases of TPS	1 Professional 10 Assistant Professional

Note¹ To be offset by deletion of one Assistant Professional post with lower ranking

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 Professional 2 Professional 2 Assistant Professiona
"	To cope with the increasing scope and complexity of work for project management	2 Professional 4 Assistant Professiona 1 Supporting
"	To cope with the increasing scope and complexity of work arising from ten-year forecast exercise on new work projects	1 Supporting
"	To manage architect led consultancy projects	1 Supporting
"	To strengthen the contract administration and handle increasing workload on pre-contract services	5 Supporting
"	To handle assessments of geological and geotechnical issues on the development potentials of sites	1 Professional
"	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 Professional 1 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 Professiona 1 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
"	To improve the financial management system of the	1 Professional

Note² To be offset by the deletion of two Supporting posts

	Branch	1 Assistant Professional
Development and Construction	To strengthen secretarial support to the Branch	6 Supporting
"	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
"	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 Professional 1 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 Professional - maximum salary between MPS 26-33 e.g. Housing Officer
- 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

Note³ To be offset by the deletion of one Professional post of another rank.