



The Government of HKSAR

AO • EO

Administrative Officer • Executive Officer

AO Overview

AO positions may best be described as government positions that bridge government policies and public interests. Administrative Officers are expected to be able to share the government's visions, help formulate policies and to get involved in their implementation. To serve the public well, they are expected to possess the following competencies:

- Possession of professional and cross-discipline administrative skills.
- Ability to take broad and pluralistic perspectives.
- Awareness of public interests and changing societal aspirations.
- Excellent communication skills at different social and organization levels.

In service, AOs are also expected to assume various functional positions in the government with these roles and duties:

Roles and duties

AOs take up various positions in bureaux and departments in the course of their service. And in their assignments, they acquire expertise necessary for policy making and development in key public areas.

Junior AOs normally take up 2 positions in government offices in their first 3 years of service. Their back office work range from policy research to various types of document preparation. As front office duties, they respond to public enquiries and liaise with concerned parties within and outside the government.

AOs working in bureaux are involved in policy formulation. When they work in district offices, they steer and coordinate service delivery and represent the government on the frontline. More experienced AOs work at government departments overseeing and managing public services. Other AOs may work in Mainland and overseas offices to promote Hong Kong's interests.

Government Website: <http://www.ao-recruitment.gov.hk/english/eindex.html>

The purpose of this web page is to provide a quick overall picture of Government recruitment information. You are advised to visit the following Government webpage for fidelity, details, currency of information, and use it as the official source.