



## The Government of HKSAR

### AO • EO

### Administrative Officer • Executive Officer

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## EO Overview

Executive Officers are management positions involved in resource and system management. EOs may find themselves working in different government departments and policy bureaux. Often they are given varied job assignments and are to work with people of different backgrounds. Trainings are provided to EOs at various stages of their career to help them become professional resource and system managers. They are expected to possess or develop these competencies at work:

- leadership potential and commitment
- good analytical ability and judgment
- good interpersonal and communication skills
- versatile and innovative

### Roles and duties

EOs may be assigned to different positions in management and administrative support. If they serve in the human resource management area, they may assume functions in manpower and succession planning, recruitment, promotion, performance management, training and development, conduct and discipline.

Another work role they may assume is in financial resource management. EOs plan, allocate and manage financial resources, manage revenue and expenditure to ensure proper use of public funds.

EOs may be called to assist general administrative support by providing services ranging from office accommodation, building management, to departmental transport services. They may also assume duties in the area of policy support, assisting in background information research, presentation and analysis of the information, and liaising with parties concerned to facilitate policy formulation.

Other EO duties may be involved in system or project planning and development in areas such as internal audit and in coordinating the planning and implementation of projects.

EOs may also be work to provide direct services to the public, to give support to Boards and Councils, and to assist in event management. If they assume these roles,

they may expect work in areas such as licencing and registration, complaint investigation, handling of public enquiries, provision of secretariat support to various boards and councils, as well as administration and logistic support to events and elections.

**Government EO Website:** <http://www.csb.gov.hk/english/grade/eo/431.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.*