



申诉专员公署
OFFICE OF THE OMBUDSMAN

加入我们 JOIN US



调查主任职系 INVESTIGATION OFFICER GRADE

► 入职要求 Entry requirements

香港认可大学颁授的学士学位或同等学历；良好中英文语文能力(包括普通话)；良好团队合作精神及有效时间管理，并能独立完成工作；良好人际技巧、分析能力及沟通技巧

Bachelor's degree from a recognised university in Hong Kong, or equivalent; strong command of written and spoken Chinese (including Putonghua) and English; good team player with excellent time management skills, able to work independently; profound interpersonal, analytical and communication skills

► 合约制 Contract-based employment

包括薪酬及约满酬金；福利包括有薪假期、医疗及牙科保险、人寿及伤残保险等

Remuneration and gratuity; benefits include paid annual leave, medical and dental insurance, life and disability insurance, etc.

► 职责 Responsibilities

调查涉嫌行政失当的申诉个案；拟备信件、回复和报告；担任当值主任接见申诉人；在接待处当值及接听热线；协助公署的公众教育和宣传项目／活动

Investigate complaints of alleged maladministration; draft correspondence, replies and reports; act as Duty Officer to receive complainants; man the reception counter and hotline; assist in the Office's public education and publicity programmes / activities

► 晋升机会 Career prospects

公署优先考虑内部晋升；如表现良好，可获晋升为调查主任、高级调查主任及总调查主任
Priority will be given to internal promotions; staff with strong performance may be promoted to Investigation Officer, Senior Investigation Officer and Chief Investigation Officer

行政及支援职系 ADMINISTRATIVE AND SUPPORT GRADE

► 行政及财务组、外务组、人力资源组、资讯科技组、编译组的主任职级及支援职级人员

Staff of officer and assistant ranks in Administration & Finance, External Relations, Human Resources, Information Technology, and Translation Sections

► 合约制 Contract-based employment

包括薪酬及约满酬金；福利包括有薪假期、医疗及牙科保险、人寿及伤残保险等

Remuneration and gratuity; benefits include paid annual leave, medical and dental insurance, life and disability insurance, etc.



有关职位空缺，请留意公署网页及招聘网站
Please refer to the Office's website and recruitment websites for vacancies



申诉专员公署
OFFICE OF THE OMBUDSMAN

暑期实习计划

SUMMER INTERNSHIP PROGRAMME



▶ 计划目的 Objective

透过参与公署的日常工作，深入了解公署在监察公共行政及处理市民申诉方面的职能
Gain insights into the Office's functions in monitoring public administration and handling public complaints through participation in its daily work

▶ 职责 Responsibilities

参与政策研究、行政支援及推广工作
Assist in policy research, administrative support and promotional activities

▶ 入职要求 Entry requirements

香港特别行政区永久性居民；全日制大学学士学位或更高学历的学生
Permanent resident of the Hong Kong Special Administrative Region;
full-time university student at the bachelor's level or above

有关计划详情，请留意公署网页
Please refer to the Office's website for details

