



# 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

### ► 外务组、人力资源及财务组、资讯科技组、编译及总务组的主任职级及支援职级人员

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

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

## 招聘日期 RECRUITMENT PERIOD

### ► 请留意公署网页及招聘网站有关职位空缺

Please refer to the Office's website and recruitment websites for vacancies

