

人力资源

Human Resources



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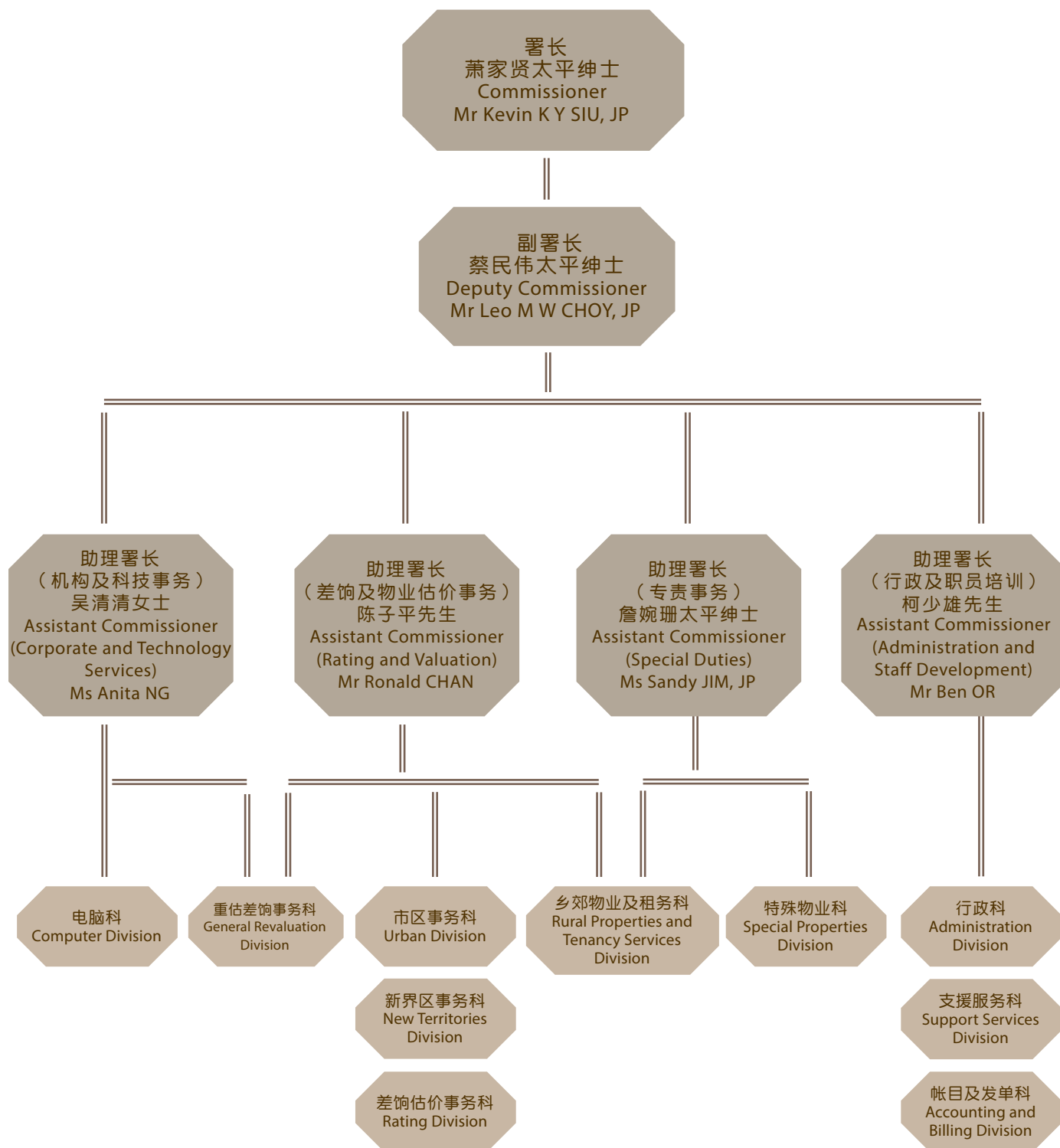
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部门架构 (2025 年 4 月 1 日)
Organisation Structure (1 April 2025)

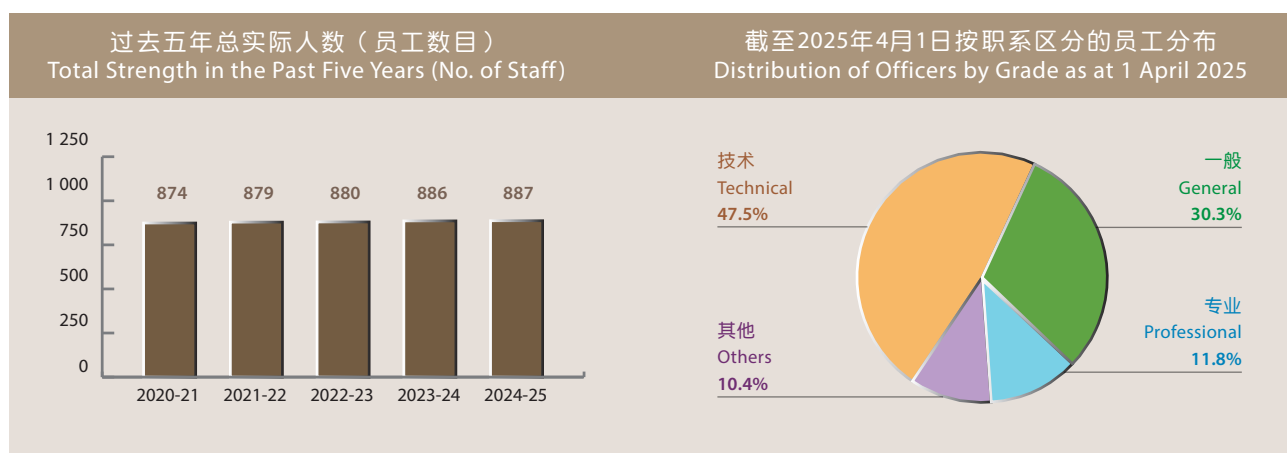


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人手编制

截至 2025 年 4 月 1 日，本署总实际人数为 887 人，其中包括 105 名专业职系及 421 名技术职系人员，269 名一般职系及 92 名其他职系人员。

以下图表显示过去五年的总实际人数，以及截至 2025 年 4 月 1 日按职系区分的员工比例：



附录 B 列出 2024 年 4 月 1 日和 2025 年 4 月 1 日本署的编制与实际人数比较。

本署 2024-25 年度的个人薪酬（不计长俸、旅费、宿舍等开支）和部门开支达 7.35 亿元，上年度则为 6.99 亿元。

培训与发展计划

2024-25 年度，本署的培训与发展计划顺利推行，年内每名部门职系人员平均受训 2.2 天。本署深知因应环境转变、工作量与日俱增、工作愈趋复杂，以及市民有更高的要求，同事须面对种种挑战，因此安排多方面的培训和发展课程，内容既针对本署提供服务的需要，又照顾到同事的事业发展与个人抱负。

Staffing

As at 1 April 2025, the Department had a total strength of 887 officers comprising 105 professional and 421 technical officers, 269 officers of general grade and 92 of other grades.

The following figures show the total strength of staff in the past five years and the distribution of officers by grade as at 1 April 2025:

Annex B sets out a comparison of the establishment and strength as at 1 April 2024 and 1 April 2025.

Expenditure on personal emoluments (other than pensions, passages, quarters, etc.) and charges for departmental expenses amounted to \$735 million in 2024-25, compared with \$699 million in the preceding year.

Training and Development Plan

In 2024-25, the Departmental Training and Development Plan was implemented successfully. During the year, each departmental grade staff member received training for 2.2 days on average. The Department is fully aware of the challenges faced by our colleagues arising from the changing environment, increase in workload, complexity of issues and higher public expectations. Apart from addressing the Department's needs in our service delivery, the various training and development programmes contribute to meeting the career development needs and personal aspirations of our colleagues.

国家事务研习

年内，为提升员工的国家观念和爱国精神，以及维护国家安全的意识和责任感，部门积极推荐专业和技术职系人员，参加公务员学院举办的多项国家事务研习课程和研讨会，让他们加深对国家政策、发展和成就的认识。一名助理署长及一名首席物业估价测量师在国家行政学院修读进阶国家事务研习课程，四名高级物业估价测量师分别在清华大学和北京大学修读国家事务研习课程，另有六名物业估价测量师和五名首席物业估价主任分别在暨南大学、南京大学、中山大学、武汉大学和浙江大学修读不同课程。两名助理署长亦参加了关于「一国两制」和当代中国的培训计划。

本署全体人员均致力维护国家安全。年内，员工出席多个研讨会及参观活动，以增强对维护国家安全责任的认识。就此，员工获安排分批参观位于尖沙咀的国家安全展览厅。此外，本署亦不时在内部管理会议及内联网向各级人员传达有关国家安全的要点，从而提高他们的意识。

National Studies

With a view to strengthening staff members' sense of national identity, patriotism and awareness of their responsibility for safeguarding national security, we have actively nominated professional and technical staff to attend various national studies programmes and seminars organised by Civil Service College (CSC) during the year to deepen their understanding of the national policies, development and achievements. An Assistant Commissioner and a Principal Valuation Surveyor attended the Advanced National Studies Course at the Chinese Academy of Governance. Four Senior Valuation Surveyors attended National Studies Courses at Tsinghua and Peking Universities whereas six Valuation Surveyors (VSs) and five Principal Valuation Officers attended various courses at Jinan, Nanjing, Sun Yat-sen, Wuhan and Zhejiang Universities respectively. Two Assistant Commissioners also joined a training programme on "One Country, Two Systems" and the Contemporary China.

All staff members are dedicated to safeguarding national security. During the year, staff members attended various seminars and visits to enhance awareness and deepen the understanding of the responsibilities in safeguarding national security. In particular, staff members have been participating in group visits to the National Security Exhibition Gallery in Tsim Sha Tsui. Besides, key issues on national security were disseminated to different levels of staff members from time to time at internal management meetings and the Department's intranet to raise their awareness.



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专业职系人员培训

专家学院分别于2024年4月和2025年3月举办了两期专家证人培训课程，各为期两天，共有16名物业估价测量师参加。持续专业发展方面，本署年内为拥有专业资格的人员和见习人员举办了三场内部研讨会，涵盖不同专业课题。

为物业估价测量见习生、年资较浅的物业估价测量师/助理物业估价测量师而设的师友制计划，早于2003年和2004年相继推出。自2018-19年度，本署更将计划扩展至物业估价主任及见习物业估价主任职系。年内，本署已安排四名资深的物业估价测量师指导八名物业估价测量见习生。

本署为物业估价测量见习生制订周详有序的计划，帮助他们获取专业资格。2024-25年度，六名物业估价测量见习生通过香港测量师学会的专业评核试最终评审，成为该学会的专业会员。



专业讲座 / 与内地和海外同业交流

掌握估价专业的最新发展，包括其他司法管辖区的估价实务尤为重要。故此，本署经常与内地和海外同业保持联系，并互相分享行业知识和经验。

Professional Staff Training

Two two-day expert witness courses run by the Academy of Experts were held in April 2024 and March 2025 respectively for 16 VSs. For continuous professional development, three in-house seminars on different professional topics were held for professionally qualified officers and trainees of the Department during the year.

The mentoring schemes for Valuation Surveying Graduates (VSGs) and junior VSs/Assistant Valuation Surveyors have been in place since 2003 and 2004 respectively. Since 2018-19, the scheme has also been extended to the Valuation Officer and Valuation Officer Trainee grades. During the year, there were eight VSGs placed under the mentorship of four experienced VSs.

A systematic programme is provided for VSGs to attain professional qualification. In 2024-25, six VSGs passed the Final Assessment of Professional Competence conducted by the Hong Kong Institute of Surveyors and were elected to professional membership.

Professional Talks/Exchanges with Mainland and Overseas Counterparts

It is important to keep abreast of the developments on the professional front, including the latest practices in other jurisdictions. In this regard, the Department maintains regular contacts with our Mainland and overseas counterparts to share knowledge and experience in this field.

2024年5月，国际房产税学会主席到访本署，并透过讲座与专业职系人员分享其丰富的国际估价经验。同年6月，本署10名人员参加国际房产税学会与国际评估人员协会就估价工作合办的网上研讨会。2025年1月，本署11名人员参加由加拿大市政评估人员学会与国际房产税学会合办的网上研讨会。此外，五名人员于年内参加了国际房产税学会举办的网上培训课程。

In May 2024, the President of the International Property Tax Institute (IPTI) visited the Department to deliver a seminar, sharing his rich experience on international valuation with our professional staff. In June 2024, 10 staff members attended a virtual valuation symposium jointly organised by the IPTI and the International Association of Assessing Officers. In January 2025, 11 staff members attended a virtual symposium co-organised by the Institute of Municipal Assessors, Canada and the IPTI. Moreover, five staff members attended online valuation training courses organised by the IPTI during the year.

内部培训课程

本署职员培训组举办了各式各样的内部职业培训课程和经验分享会，内容涉及不同课题，包括部门电脑系统运作、估价实务与工作程序。年内举办的课程合计34班，涵盖17个课题，共有1 130名学员出席。

In-house Training Courses

The Department's Staff Development Section has organised a wide variety of in-house job-specific training courses and experience sharing sessions on different subjects including computer systems, valuation practices and work procedures of the Department. A total of 34 classes covering 17 topics were held during the year, with an overall attendance of 1 130 trainees.

为加强员工之间的沟通、合作和团队协作，本署为118名员工举办了三个度身订造的团队建立工作坊。另外，本署亦于年内就撰写工作表现评核报告和中文公文写作两个范畴，举办了度身订造的工作坊，共有55名员工参加。

To strengthen communication, collaboration and teamwork among staff members, three sessions of customised team building workshops were organised for 118 staff members. Moreover, customised workshops on performance appraisal writing and Chinese official correspondence were held in-house during the year for 55 staff members.



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此外，为提高员工对资讯科技保安的意识和了解，以及让他们更明白有关的责任，本署为 515 名员工举办了 15 节资讯科技保安意识训练讲座。

随着更新版《公务员守则》在 2024 年年中颁布，本署为所有员工举办了 12 场度身订造的简介会，让员工更深入了解公务员在此守则下的宪制角色和责任。我们将继续恪守基本信念和操守准则，以履行公职。

其他培训课程

至于由公务员学院、政府其他决策局 / 部门和服务提供者举办的各类课程，年内共有 869 人次参加，当中 43 人次修读了不同的电脑课程。

知识管理系统

知识管理系统作为「一站式知识平台」，已成为资讯和知识的单一接触点，提供各种协作工具，包括项目支援工具与讨论区，让同事就有兴趣的课题分享资讯和交流意见。相关平台亦提供涵盖不同课题的网上课程，方便同事自学。

In addition, 15 information technology (IT) security training sessions were organised for 515 staff members to raise their awareness and understanding of IT security as well as their responsibilities in this respect.

Following the promulgation of the updated Civil Service Code in mid-2024, the Department conducted 12 customised briefing sessions for all staff to better understand the constitutional roles and responsibilities of civil servants under the updated Code. We will continue to steadfastly uphold the core values and standards of conduct in discharging our public duties.

Other Training Courses

For other wide-ranging courses organised by the CSC, other Government bureaux/departments and service providers, a total attendance of 869 was recorded during the year, of which 43 were related to various computer courses.

Knowledge Management System

The Knowledge Management System serves as a "one-stop knowledge shop", providing a single access point for internal information and knowledge as well as collaborative tools including project support tools and a discussion forum for colleagues to share advice and information on topics of interest. Online courses on various topics are also available in the system for colleagues' self-learning at their convenience.

职员关系和参与

本署十分重视管职双方有效的沟通，并致力确保员工能自由发表意见，以促进良好的管职关系。

由职方、管方和公务员事务局代表组成的部门协商委员会，提供一个有效的沟通平台。委员会定期开会，商讨影响员工福祉的事宜，会后亦迅速跟进会上所提出的事项。

一般职系协商委员会旨在透过定期会议，加强管方与一般职系人员的沟通和合作。

本署亦会恒常举办工余茶叙，让管职双方在轻松的气氛下聚首一堂，交流专业知识、分享工作经验和交换意见。

部门的公务员建议书审核委员会，专责评审员工就提高工作效率、改善公共服务质素或节流方法等方案提交的建议。建议提议者会获颁予纪念品，以感谢他们对部门的公务员建议书计划的支持。

有关员工的消息，每月会透过内联网发送的《部门快讯》报道。此外，每年编印的部门杂志《估艺集》，内容丰富，包括部门花絮和不同题材的文章，全部稿件均由本署职员提供。

Staff Relations and Participation

The Department attaches great importance to effective communication between staff and the management, and makes every effort to ensure that individual staff members can freely air their views and concerns to foster good staff relations.

The Departmental Consultative Committee, comprising representatives of the staff side, management side and Civil Service Bureau, provides a platform for effective communication. Meetings are held regularly to discuss matters affecting the well-being of staff and prompt follow-up action is taken on matters raised.

The General Grades Consultative Committee aims at strengthening communication and co-operation between the management and General Grades staff through regular discussions.

Informal get-togethers are also held regularly, during which staff and the management can share knowledge and experience and exchange views in a relaxed atmosphere.

The Departmental Staff Suggestions Committee considers proposals submitted by staff on efficiency enhancement, service improvement or cost-saving measures. Souvenirs will be presented to proposers of suggestions for their support of the Departmental Staff Suggestions Scheme.

News pertaining to staff matters is disseminated through the monthly "RVD Express" on the Department's intranet. In addition, a lively in-house magazine "ASSESSMENT" is published each year. It contains news roundups and articles, on a variety of subjects, contributed by staff members.

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社交和康乐活动

本署一向鼓励同事注重健康生活，积极参与义工服务及青年发展活动，协助建立关爱社会。

康乐社

本署康乐社举办各类活动，例如中文书法班、花艺工作坊、棍网球体验班、屯门环保园参观活动，以及桌游、羽毛球、足球和乒乓球等比赛，大受同事欢迎。

在喜庆节日如中秋节及农历新年，康乐社为同事安排订购应节礼品，反应热烈。此外，康乐社亦举办了中秋节猜灯谜、圣诞花环工作坊和新春挥春工作坊，以添节日气氛。

康乐社的经费来源包括员工福利基金、入会费和各项活动的报名费。

义工队和慈善活动

年内，本署义工队与多个非牟利团体合作，包括循道卫理杨震社会服务处和狮子山青年商会，协助来自不同背景的有需要人士。义工队亦积极支持各类社区和义工服务，包括上门探访长者、为院舍长者写挥春、为慈善机构举办的活动提供场地支援、参与筹款和儿童及青少年教育活动。2024年9月，义工队亦探访居于深水埗公共屋邨的长者及伤健人士并向他们派发福袋，一同庆祝中华人民共和国成立七十五周年。

Social and Recreational Activities

The Department encourages colleagues to live a healthy lifestyle and participate actively in volunteer service and youth development activities to help build a caring community.

Recreation Club

The Department's Recreation Club organised a variety of activities, such as Chinese calligraphy classes, handmade flower bouquet workshops, lacrosse experience class, visit to Tuen Mun EcoPark and competitions in board game, badminton, football and table tennis, etc. These events were well received by colleagues.

During festive occasions like the Mid-Autumn Festival and Chinese New Year, the Club arranged pre-ordering of holiday items, which were popular among colleagues. Additionally, the Club organised activities such as the Mid-Autumn Festival lantern riddles, Christmas wreath workshop, and Chinese New Year fai chun workshops to spread the festive cheer.

Sources of funds for the Club include the Staff Welfare Fund, subscriptions from members and enrolment fees for various activities.

Volunteer Service Team and Charity

Throughout the year, the Department's Volunteer Service Team partnered with various non-profit organisations, including Yang Memorial Methodist Social Service and Junior Chamber International (Lion Rock), to assist individuals in need from diverse backgrounds. The Team also actively supported a range of community and volunteer services, including paying home visits to the elderly, writing Chinese blessings in calligraphy as gifts to institutionalised elderly people, providing venue support to activities organised by charities, taking part in fund-raising events, and engaging in educational activities for children and youth. In September 2024, the Team also celebrated the 75th anniversary of the founding of the People's Republic of China by visiting and distributing gifts to the elderly and handicapped living in a public housing estate in Sham Shui Po.

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本署义工队在 2024 年新设的「公务员义工嘉许计划」中获得卓越义工团队奖（第二组）铜奖。除团队奖项外，两名同事亦获颁个人奖项。这些奖项表扬同事过去一直鼎力支持和积极参与各项义工服务与慈善活动。奖项亦印证我们热心服务香港社区，致力帮助社会各界有需要人士。

Our Volunteer Service Team was awarded the Bronze Prize for the Outstanding Volunteer Team Award (Category II) under the newly established Civil Service Volunteer Commendation Scheme in 2024. Apart from the team prize, two colleagues were awarded individual prizes as well. These awards recognised the enthusiastic support and active involvement of our colleagues in various volunteering and charity activities in the past. It is also a testament to our strong dedication to better serving the Hong Kong community and assisting the people in need from all walks of life.

本署参与公益金和香港乐施会举办的各项活动，合共筹得善款逾 23 000 元。另外，同事携同亲友以部门名义组织了一支步行队伍，在 2025 年 1 月参与公益金港岛、九龙区百万行。

The Department raised over \$23 000 in total for various charity events organised by the Community Chest and Oxfam Hong Kong. Besides, our colleagues, together with their families and friends, formed a Walkathon Team under the Department's name and participated in The Community Chest Hong Kong & Kowloon Walk for Millions in January 2025.



青年发展

本署筹办青年发展活动，扩阔青年视野，并启发他们探索未来的就业路向。年内，共有 48 名分别来自拔萃男书院、港岛民生书院和保良局胡忠中学的学生，透过「商校合作计划」及「职场体验日」到访本署，体验实际工作环境，并了解我们的日常运作。

Youth Development

The Department engaged the youth by holding events to broaden their horizons and inspire them to explore their future career opportunities. During the year, 48 students of the Diocesan Boys' School, Munsang College (Hong Kong Island) and Po Leung Kuk Wu Chung College visited the Department to experience the real working environment and learn about our daily operations under the Business-School Partnership programmes and the Workplace Immersion Day.