

# 人力資源

Human Resources





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# 人力資源 Human Resources

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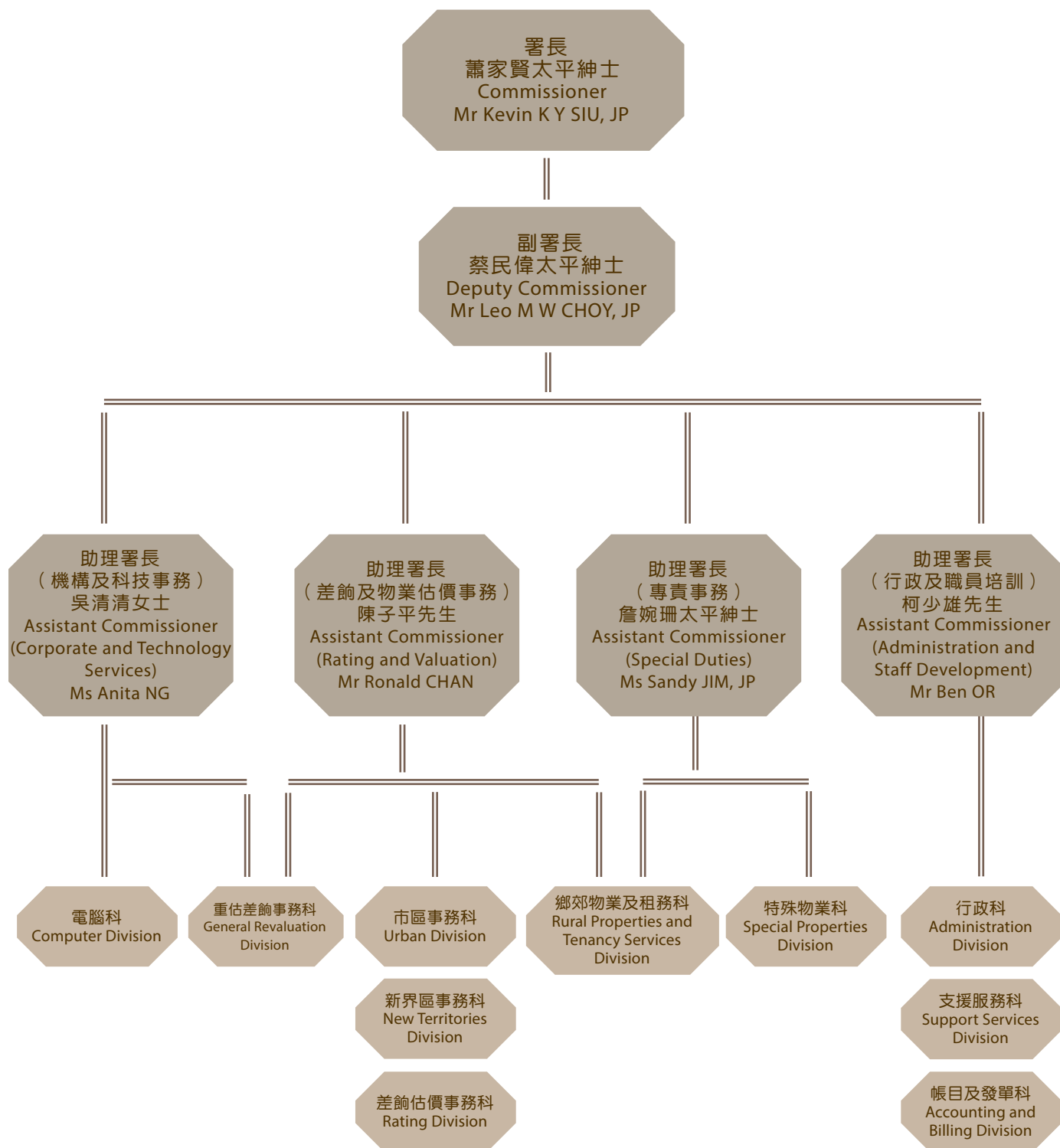
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部門架構 (2025 年 4 月 1 日)  
Organisation Structure (1 April 2025)



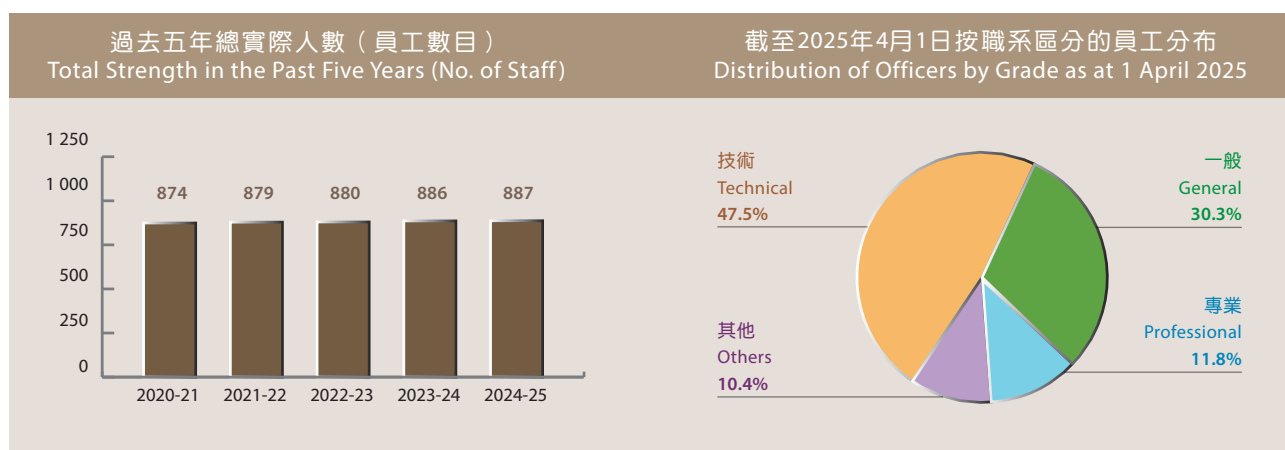
# 人力資源

## Human Resources

### 人手編制

截至 2025 年 4 月 1 日，本署總實際人數為 887 人，其中包括 105 名專業職系及 421 名技術職系人員，269 名一般職系及 92 名其他職系人員。

以下圖表顯示過去五年的總實際人數，以及截至 2025 年 4 月 1 日按職系區分的員工比例：



附錄 B 列出 2024 年 4 月 1 日和 2025 年 4 月 1 日本署的編制與實際人數比較。

本署 2024-25 年度的個人薪酬（不計長俸、旅費、宿舍等開支）和部門開支達 7.35 億元，上年度則為 6.99 億元。

### 培訓與發展計劃

2024-25 年度，本署的培訓與發展計劃順利推行，年內每名部門職系人員平均受訓 2.2 天。本署深知因應環境轉變、工作量與日俱增、工作愈趨複雜，以及市民有更高的要求，同事須面對種種挑戰，因此安排多方面的培訓和發展課程，內容既針對本署提供服務的需要，又照顧到同事的事業發展與個人抱負。

### 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.



### 國家事務研習

年內，為提升員工的國家觀念和愛國精神，以及維護國家安全的意識和責任感，部門積極推薦專業和技術職系人員，參加公務員學院舉辦的多項國家事務研習課程和研討會，讓他們加深對國家政策、發展和成就的認識。一名助理署長及一名首席物業估價測量師在國家行政學院修讀進階國家事務研習課程，四名高級物業估價測量師分別在清華大學和北京大學修讀國家事務研習課程，另有六名物業估價測量師和五名首席物業估價主任分別在暨南大學、南京大學、中山大學、武漢大學和浙江大學修讀不同課程。兩名助理署長亦參加了關於「一國兩制」和當代中國的培訓計劃。

本署全體人員均致力維護國家安全。年內，員工出席多個研討會及參觀活動，以增強對維護國家安全責任的認識。就此，員工獲安排分批參觀位於尖沙咀的國家安全展覽廳。此外，本署亦不時在內部管理會議及內聯網向各級人員傳達有關國家安全的要點，從而提高他們的意識。

### 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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### 專業職系人員培訓

專家學院分別於2024年4月和2025年3月舉辦了兩期專家證人培訓課程，各為期兩天，共有16名物業估價測量師參加。持續專業發展方面，本署年內為擁有專業資格的人員和見習人員舉辦了三場內部研討會，涵蓋不同專業課題。

為物業估價測量見習生、年資較淺的物業估價測量師／助理物業估價測量師而設的師友制計劃，早於2003年和2004年相繼推出。自2018-19年度，本署更將計劃擴展至物業估價主任及見習物業估價主任職系。年內，本署已安排四名資深的物業估價測量師指導八名物業估價測量見習生。

本署為物業估價測量見習生制訂周詳有序的計劃，幫助他們獲取專業資格。2024-25年度，六名物業估價測量見習生通過香港測量師學會的專業評核試最終評審，成為該學會的專業會員。



### 專業講座／與內地和海外同業交流

掌握估價專業的最新發展，包括其他司法管轄區的估價實務尤為重要。故此，本署經常與內地和海外同業保持聯繫，並互相分享行業知識和經驗。

### 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，國際房產稅學會主席到訪本署，並透過講座與專業職系人員分享其豐富的國際估價經驗。同年6月，本署10名人員參加國際房產稅學會與國際評估人員協會就估價工作合辦的網上研討會。2025年1月，本署11名人員參加由加拿大市政評估人員學會與國際房產稅學會合辦的網上研討會。此外，五名人員於年內參加了國際房產稅學會舉辦的網上培訓課程。

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.

### 內部培訓課程

本署職員培訓組舉辦了各式各樣的內部職業培訓課程和經驗分享會，內容涉及不同課題，包括部門電腦系統運作、估價實務與工作程序。年內舉辦的課程合計34班，涵蓋17個課題，共有1 130名學員出席。

### 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.

為加強員工之間的溝通、合作和團隊協作，本署為118名員工舉辦了三個度身訂造的團隊建立工作坊。另外，本署亦於年內就撰寫工作表現評核報告和中文公文寫作兩個範疇，舉辦了度身訂造的工作坊，共有55名員工參加。

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，為提高員工對資訊科技保安的意識和了解，以及讓他們更明白有關的責任，本署為 515 名員工舉辦了 15 節資訊科技保安意識訓練講座。

隨著更新版《公務員守則》在 2024 年年中頒布，本署為所有員工舉辦了 12 場度身訂造的簡介會，讓員工更深入了解公務員在此守則下的憲制角色和責任。我們將繼續恪守基本信念和操守準則，以履行公職。

### 其他培訓課程

至於由公務員學院、政府其他決策局 / 部門和服務提供者舉辦的各類課程，年內共有 869 人次參加，當中 43 人次修讀了不同的電腦課程。

### 知識管理系統

知識管理系統作為「一站式知識平台」，已成為資訊和知識的單一接觸點，提供各種協作工具，包括項目支援工具與討論區，讓同事就有興趣的課題分享資訊和交流意見。相關平台亦提供涵蓋不同課題的網上課程，方便同事自學。

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.

## 職員關係和參與

本署十分重視管職雙方有效的溝通，並致力確保員工能自由發表意見，以促進良好的管職關係。

由職方、管方和公務員事務局代表組成的部門協商委員會，提供一個有效的溝通平台。委員會定期開會，商討影響員工福祉的事宜，會後亦迅速跟進會上所提出的事項。

一般職系協商委員會旨在透過定期會議，加強管方與一般職系人員的溝通和合作。

本署亦會恆常舉辦工餘茶敘，讓管職雙方在輕鬆的氣氛下聚首一堂，交流專業知識、分享工作經驗和交換意見。

部門的公務員建議書審核委員會，專責評審員工就提高工作效率、改善公共服務質素或節流方法等方案提交的建議。建議提議者會獲頒予紀念品，以感謝他們對部門的公務員建議書計劃的支持。

有關員工的消息，每月會透過內聯網發送的《部門快訊》報道。此外，每年編印的部門雜誌《估藝集》，內容豐富，包括部門花絮和不同題材的文章，全部稿件均由本署職員提供。

## 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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### 社交和康樂活動

本署一向鼓勵同事注重健康生活，積極參與義工服務及青年發展活動，協助建立關愛社會。

#### 康樂社

本署康樂社舉辦各類活動，例如中文書法班、花藝工作坊、棍網球體驗班、屯門環保園參觀活動，以及桌遊、羽毛球、足球和乒乓球等比賽，大受同事歡迎。

在喜慶節日如中秋節及農曆新年，康樂社為同事安排訂購應節禮品，反應熱烈。此外，康樂社亦舉辦了中秋節猜燈謎、聖誕花環工作坊和新春揮春工作坊，以添節日氣氛。

康樂社的經費來源包括員工福利基金、入會費和各項活動的報名費。

#### 義工隊和慈善活動

年內，本署義工隊與多個非牟利團體合作，包括循道衛理楊震社會服務處和獅子山青年商會，協助來自不同背景的有需要人士。義工隊亦積極支持各類社區和義工服務，包括上門探訪長者、為院舍長者寫揮春、為慈善機構舉辦的活動提供場地支援、參與籌款和兒童及青少年教育活動。2024年9月，義工隊亦探訪居於深水埗公共屋邨的長者及傷健人士並向他們派發福袋，一同慶祝中華人民共和國成立七十五週年。

### 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 75<sup>th</sup> 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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本署義工隊在 2024 年新設的「公務員義工嘉許計劃」中獲得卓越義工團隊獎（第二組）銅獎。除團隊獎項外，兩名同事亦獲頒個人獎項。這些獎項表揚同事過去一直鼎力支持和積極參與各項義工服務與慈善活動。獎項亦印證我們熱心服務香港社區，致力幫助社會各界有需要人士。

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.

本署參與公益金和香港樂施會舉辦的各項活動，合共籌得善款逾 23 000 元。另外，同事攜同親友以部門名義組織了一支步行隊伍，在 2025 年 1 月參與公益金港島、九龍區百萬行。

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.



## 青年發展

本署籌辦青年發展活動，擴闊青年視野，並啟發他們探索未來的就業路向。年內，共有 48 名分別來自拔萃男書院、港島民生書院和保良局胡忠中學的學生，透過「商校合作計劃」及「職場體驗日」到訪本署，體驗實際工作環境，並了解我們的日常運作。

## 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.