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人力資源管理 Human Resource Management



通訊辦舉辦各項員工活動，幫助員工培養健康的生活方式，加強對部門的歸屬感。

OFCO organises a variety of staff activities to help our staff members develop a healthy life style and foster a greater sense of belonging.

幹勁十足、善於應變的團隊

為了在瞬息萬變、不斷前進的電訊和廣播市場提供世界一流的服務，我們採取前瞻而整合的方式，進行人力資源管理及策略性人力規劃。我們定期檢視組織架構，以確保資源得到最佳運用，使我們提供的服務能時刻切合社會的需要和期望。

截至2013年3月31日，我們的員工共有395人，當中包括282名公務員和113名以非公務員合約條件僱用的人員。

培訓與發展

我們非常重視員工的培訓和發展，致力提升他們的能力，讓他們作好準備應付社會持續發展所帶來的各種挑戰，例如新興技術、日益殷切的市民需求，以及各項營商措施所產生的內在推動力。

為迎接因實施《競爭條例》和《2012年商品說明（不良營商手法）（修訂）條例》而帶來的挑戰，我們為員工安排有關培訓，讓他們掌握所需的知識和技能，以執行相關條例。此外，在2012／13年度，我們為員工提供多元的業務及管理課程和內部培訓項目，包括刑事法、競爭法、檢控及調查技巧、下一代網絡、管理及領導才能課程，以

及語言、溝通、資訊科技、誠信管理和國家事務研習課程。我們繼續資助員工參加由國際組織及海外機構（如國際電聯）舉辦的課程，以提升他們的技術和專業技能。年內，接受培訓的員工有491人次，總培訓日數為815日。

獎勵與嘉許

在2012／13年度，通訊辦有四名員工獲頒發總監嘉許長期服務獎、27名獲得長期優良服務獎、五名獲得長期優良服務公費旅行獎勵。為鼓勵員工繼續提升我們的服務質素，我們在年內的員工建議計劃下向一名提出改善建議的員工頒發優勝獎，以資表揚。

康樂活動與義工服務

為幫助員工建立健康的生活方式，加強對部門的歸屬感，我們定期舉辦員工康樂活動，包括員工旅行、午間講座、體育活動和周年聯歡晚宴；員工亦有參與「工商機構運動會2012」。此外，我們也參與多項義工服務和慈善活動，展示部門樂於承擔社會責任，並向社區表達真誠關懷。自2007年起，我們已連續多年獲香港社會服務聯會頒發「同心展關懷」標誌。



An Energetic and Versatile Workforce

To provide world-class service amid the fast-changing and ever-advancing telecommunications and broadcasting environment, we take a forward-looking and integrated approach to human resource management and strategic manpower planning. Organisational reviews are conducted regularly to ensure the best use of our resources and that the services we provide will always meet the needs and expectations of the community.

As at 31 March 2013, we had an overall staff strength of 395, comprising 282 civil servants and 113 employed on non-civil service contract terms.

Training and Development

We attach great importance to the training and development of our staff members and strive to enhance their capabilities to deal with the challenges posed by the evolving environment, such as emerging new technologies, increasing public demands and internal driving forces arising from various business initiatives.

To prepare for the challenges arising from the implementation of the CO and Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012, we have tailor-made training for staff to equip them with the knowledge and skills required in enforcing the relevant

ordinance. In addition, a variety of vocational and managerial courses and in-house training programmes were conducted in 2012/13, including courses on criminal law, competition law, prosecution and investigation skills, next generation networks, management and leadership, as well as languages, communications, information technology, integrity management and national studies. We continued to sponsor staff members on courses organised by international organisations and overseas institutions, for example, the ITU, to enhance their technical and professional skills. The trainee count for the year was 491 and the training man-days count was 815.

Awards and Commendations

In 2012/13, four OFCA staff members received the Director-General's Commendation for Long and Valuable Service, 27 received the Long and Meritorious Service Award, and five received the Long and Meritorious Service Travel Award. To encourage staff members to make continuous improvements to our services, we recognised one suggestion with an award under the Staff Suggestion Scheme for the year.

Recreational Activities and Volunteer Services

To help our staff members develop a healthy life style and foster a greater sense of belonging, we regularly organise programmes of staff recreational activities, including outings, luncheon talks, sports activities and an annual departmental dinner gathering. Our staff members also participated in the Corporate Games 2012. To demonstrate our corporate social responsibility and our sincere care for the community, we also took part in a number of volunteer and charity events. We have been awarded the "Caring Organisation" logo by the Hong Kong Council of Social Service in consecutive years since 2007.