政府資訊科技總監辦公室

政府資訊科技總監辦公室負責制定資訊科技策略、計劃和措施，以及在政府內部提供資訊科技服務及支援，以協助鞏固香港作為亞洲領先數碼城市的地位。

系統分析 / 程序編製主任職系

主要職責

- 制定策略、措施及計劃，以善用資訊科技帶來的好處，使政府和社會各界受惠。
- 進行資訊系統研究、設計、推行和維持應用系統、提供技術支援，以及管理資訊科技計劃。
- 協助開發資訊科技基礎設施及釐定標準、推動本地資訊科技業的發展，以及推廣和促進社會各界更廣泛應用資訊科技。
- 推行措施以推動本港資訊科技的發展。

二級系統分析 / 程序編製主任的職責說明

主要負責：

- 開發、提供、維持和協助採購及管理資訊系統及服務；
- 評估和研究新的硬件、軟件及技術；以及
- 為落實政府 / 本地社會更廣泛應用資訊及通訊科技而推行的措施及計劃提供支援。

專業發展

我們具備一套全面的持續專業發展程序，以協助同事發揮才能和展現幹勁，讓政府資訊科技專業隊伍盡展所長，善用資訊科技帶來的好處，從而令政府和社會各界受惠。每名員工都須為自己制訂持續專業發展計劃。在政府資訊科技技能架構配合之下，持續專業發展程序有助同事認清其本身具備的技能和競爭力，並通過培訓和專業發展加以提升，以應付未來的挑戰。

事業前景	
職級	**薪點**
資訊科技署副署長	首長級薪級表 第3點
資訊科技署助理署長	首長級薪級表 第2點
總系統經理	首長級薪級表 第1點
高級系統經理	總薪級表 第45至49點
系統經理	總薪級表 第34至44點
一級系統分析 / 程序編製主任	總薪級表 第28至33點
二級系統分析 / 程序編製主任	總薪級表 第16至27點

職務

系統分析 / 程序編製主任職系人員須在政府資訊科技總監辦公室及政府各局 / 部門履行所述的主要職責。

二級系統分析 / 程序編製主任的入職資格

- 持有本港大學頒授的資訊科技學士學位，或同等學歷；以及
- 在綜合招聘考試的能力傾向測試取得及格成績；以及
- 符合語文能力的要求，在綜合招聘考試的語文試卷(英文運用)中取得「二級」成績，以及在語文試卷(中文運用)中取得「一級」成績，或同等成績；以及
- 在《基本法及香港國安法》測試取得及格成績。

如何申請

有關二級系統分析 / 程序編製主任職位的招聘廣告，會刊登於本港各大中英文報章和「香港政府一站通」、公務員事務局及政府資訊科技總監辦公室的網站。請按招聘廣告所訂程序提出申請。

香港政府一站通、公務員事務局及政府資訊科技總監辦公室的網站

- www.gov.hk
- www.csb.gov.hk
- www.ogcio.gov.hk

Office of the Government Chief Information Officer

The Office of the Government Chief Information Officer (OGCIO) is responsible for formulating information technology (IT) strategies, programmes and measures, in addition to providing IT services and support within the Government to help sustain Hong Kong's position as Asia's leading digital city.

Analyst / Programmer Grade

Major Responsibilities

- Formulate strategies, initiatives and programmes to harness the benefits of IT for Government and society.
- Conduct information systems studies, design, implement, and maintain application systems, provide technical support, and manage IT projects.
- Help develop IT infrastructure and set standards, foster the development of the IT industry locally, and promote and facilitate the wider use of IT in the community.
- Implement measures to drive IT development in Hong Kong.

Job Description for Analyst/Programmer II

Mainly deployed on:

- Developing, delivering, maintaining and assisting in the procurement and management of information systems and services;
- Evaluating and performing research of new hardware, software and technologies; and
- Providing support in the implementation of initiatives and programmes for wider adoption of Information and Communications Technology in the Government/local community.

Professional Development

We have a holistic and comprehensive Continuing Professional Development (CPD) process to unleash staff's talent and passion, and to bring out the best in the Government IT profession to harness the benefits of IT for the Government and community. Every staff is required to have a CPD plan. Riding on the Government IT Skills Framework (GISF), the CPD process aims to facilitate colleagues to recognise and develop competencies and competitiveness to a higher level through training and professional development to meet the challenges of tomorrow.

Career Prospects	
Rank	**Pay Points***
Deputy Director of Information Technology Services	DPS Pt.3
Assistant Director of Information Technology Services	DPS Pt.2
Chief Systems Manager	DPS Pt.1
Senior Systems Manager	MPS Pt.45-49
Systems Manager	MPS Pt.34-44
Analyst/Programmer I	MPS Pt.28-33
Analyst/Programmer II	MPS Pt.16-27

*DPS – Directorate Pay Scale
MPS – Master Pay Scale

Role in the Government

Analyst/Programmer Grade staff are required to work in OGCIO and various government bureaux/departments to perform the major responsibilities.

Entry Qualifications for Analyst/Programmer II

- A Bachelor's degree in IT from a university in Hong Kong, or equivalent; and
- A pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE); and
- Met the language proficiency requirements of 'Level 2' result in the Use of English paper and 'Level 1' result in the Use of Chinese paper in the CRE, or equivalent; and
- A pass result in the Basic Law and National Security Law Test (BLNST).

How to Apply

Invitation for application for the posts of Analyst/Programmer II will be advertised in the major English and Chinese newspapers in Hong Kong and in websites of GovHK, Civil Service Bureau (CSB) and OGCIO. Please apply in accordance with the procedures set out in the advertisements.

Websites of GovHK, CSB and OGCIO

- **www.gov.hk** ✦ **www.csb.gov.hk** ✦ **www.ogcio.gov.hk**