

Job Details

Executive Officers are professional managers who specialise in resource and system management. Posted around different policy bureaux and government departments, they enjoy a wide variety of work and have the opportunity to work with people of different backgrounds. They are mainly deployed to provide support in a wide range of executive functions including human resource management, departmental administration, general administration support, district administration and support to boards and councils, executive and policy support, scheme administration, regulatory functions and complaints management, financial resource management, event management, and system/project planning and development.