

7

致力發展卓越的人力資源

Committed to Human Resource Excellence

幹勁十足、善於應變的團隊

通訊業發展蓬勃、一日千里，為了在規管通訊業的工作上向通訊局提供專業支援，通訊辦一直採取積極、具前瞻性和全面的方式，進行人力資源管理及策略性人力規劃。通訊辦不時檢視組織架構，致力確保以最具效益及效率的方式調配人力資源。

通訊辦擁有幹勁十足、善於應變的工作團隊。截至2022年3月31日，通訊辦有493名員工，當中包括358名公務員、122名以非公務員合約條件僱用的人員，以及13名以退休後服務合約條件僱用的人員。

培訓與發展

通訊辦非常重視員工的培訓和發展，致力提升他們的專業知識和技能，以應付急速變化的業界環境所帶來的各種挑戰，例如日新月異的技術、市民日益殷切的需求，以及實施不同新措施所帶來的推動力。

通訊辦成立了培訓與發展委員會，監督通訊辦實施部門人員培訓及發展政策的情況，以全面掌握員工的培訓需要，並加強栽培具潛質人員的安排。

在2021/22年度，通訊辦為員工提供多元化的專業及管理發展課程和內部培訓項目，當中包括關於競爭法、執法、技術培訓、檢控及調查技巧、資訊及通訊科技、領導才能、工作表現管理、人力資源管理、種族平等、私隱管理、語言、財務管理、溝通、投訴處理、誠信管理、職業安全、身心健康、檔案管理、國家事務研習和《港區國安法》等課程。通訊辦繼續資助員工參加由國際組織及海外機構（例如倫敦大學國王學院、國際電聯和亞太地區電信組織）舉辦的課程，以提升技術和專業技能。年內，接受培訓的員工有740人次，總培訓日數為741日。因應2019冠狀病毒病疫情，通訊辦添置了更多功能的培訓和會議設備，以便進行各項網上培訓及發展相關的計劃及活動。

自2016年起，通訊辦獲僱員再培訓局嘉許為「人才企業」，以表揚部門在人才培訓及發展方面的卓越表現。





An Energetic and Versatile Workforce

To provide professional support to the CA in the regulation of the fast-changing and dynamic communications industry, OFCA has all along adopted a proactive, forward-looking and holistic approach to human resource management and strategic manpower planning. Organisational reviews are conducted from time to time to ensure the most effective and efficient deployment of manpower resources.

OFCA had an energetic and versatile workforce of 493 staff as of 31 March 2022, comprising 358 civil servants, 122 staff employed on non-civil service contract terms and 13 staff employed on post-retirement service contract terms.

Training and Development

OFCA attaches great importance to the training and development of staff members and strives to enhance their professional knowledge and competencies to cope with the challenges posed by the rapidly evolving industry environment such as emerging new technologies, increasing public demands and internal driving forces arising from various initiatives.

A Training and Development Committee has been established to oversee the implementation of OFCA's training and development policies for departmental officers in order to take a holistic view on the training needs of staff and to strengthen arrangements for grooming officers with potential.

A variety of professional and managerial development courses and in-house training programmes were organised in 2021/22. These included courses on competition law, law enforcement, technical training, prosecution and investigation skills, information and communications technology, leadership, performance management, human resources management, racial equality, privacy management, languages, financial management, communications, complaint handling, integrity management, occupational safety, emotional and physical wellness, records management, national studies and the National Security Law. OFCA continued to sponsor staff members on courses organised by international organisations and overseas institutions, such as those provided by King's College London, ITU and APT to enhance their technical and professional skills. The trainee count for the year was 740 and the training man-day count was 741. In the wake of the COVID-19 pandemic, OFCA equipped itself with enhanced training and conferencing facilities to enable the conduct of various web-based trainings, development programmes and events.

OFCA has been accredited as a Manpower Developer by the "Employee Retraining Board" for our outstanding achievements in manpower training and development since 2016.



7

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獎勵與嘉許

在2021／22年度，通訊辦有11名員工獲頒發總監嘉許長期服務獎、52名獲頒發總監嘉許優良服務獎、五名獲頒發長期優良服務獎，以及三名獲頒發2021／22年度長期優良服務公費旅行獎勵。

康樂活動與義工服務

通訊辦定期舉辦各項員工活動，藉此提倡作息均衡的工作環境，同時加強員工的歸屬感。



為幫助員工建立健康的生活方式，以及提升同事間的團隊精神，通訊辦定期舉辦員工康樂活動，包括興趣班、健康講座和體育活動。此外，通訊辦定期參與多項義工服務和慈善活動，向社區表達關懷。自2007年起，通訊辦每年均獲香港社會服務聯會頒發「同心展關懷」標誌；自2016年起，通訊辦亦獲勞工及福利局轄下的社區投資共享基金頒發「社會資本動力標誌獎」。





Awards and Commendations

In 2021/22, 11 OFCA staff members received the Director-General's Commendation for Long and Valuable Service, 52 received the Director-General's Commendation for Meritorious Service, five received the Long and Meritorious Service Award, and three received the 2021/22 Long and Meritorious Service Travel Award.

Recreational Activities and Volunteer Services

OFCA regularly organises a variety of staff activities to advocate the importance of work-life balance and strengthen the sense of belonging among colleagues.

To help staff members develop a healthy lifestyle and foster a greater sense of teamwork with their co-workers, OFCA regularly organises staff recreational activities including interest classes, health talks and sports activities. To show care for the community, OFCA regularly participates in a number of volunteering and charity events. OFCA has been awarded the "Caring Organisation" logo by the Hong Kong Council of Social Service every year since 2007 and the "Social Capital Builder Logo Award" by the Community Investment and Inclusion Fund of the Labour and Welfare Bureau since 2016.



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