

**Table 2**

**Staff establishment of the Chief Executive's Office (CEO)  
on 1 January 2012**

<b>Rank</b>	<b>No.</b>	<b>Pay Scale *</b>	<b>Duties</b>
Directorate, Administrative Officer, Staff Grade A	1	D-6 (1-2)	Permanent Secretary of CEO, to oversee the coordination with the offices of the Secretaries, bureaux and departments to ensure effective implementation of the Chief Executive (CE)'s directives and agreed policies and programmes, to help keep track of the progress of policy implementation and to oversee the Executive Council Secretariat.
Directorate, Administrative Officer, Staff Grade B1	1	D-4 (1-3)	Private Secretary to CE, to assist CE in daily office work, official engagements and overseas duty visits.
Information Coordinator **	1	D-4 (1-3)	To coordinate the media and public relations strategy and to closely liaise with Director of Information Services and the press sections of bureaux to ensure effective implementation of media and public relations strategy for major policies.
Directorate, Administrative Officer, Staff Grade C	1	D-2 (1-4)	Deputy Private Secretary to CE.
	1		Clerk to the Executive Council.
Senior Administrative Officer	2	45-49	Assistant Private Secretary to CE.
	2		Assistant Secretary of CEO, to assist in research, policy assignments and administrative functions for CEO and to help track the status of various commitments which CE has made.
	1		Deputy Clerk to the Executive Council.
Chief Executive Officer	1	45-49	To provide administrative support.

<b>Rank</b>	<b>No.</b>	<b>Pay Scale</b> *	<b>Duties</b>
Senior Executive Officer	4	34-44	To provide administrative support.
Executive Officer I	6	28-33	To provide administrative support.
Senior Personal Assistant **	1	34-39	Personal Assistant to CE.
Personal Assistant	1	28-33	Personal Assistant to Director of CEO.
Senior Personal Secretary	4	22-27	To perform secretarial duties.
Personal Secretary I	4	16-21	To perform secretarial duties.
Personal Secretary II	8	4-15	To perform secretarial duties.
Clerical Officer	4	16-21	To provide clerical support.
Assistant Clerical Officer	10	3-15	To provide clerical support.
Clerical Assistant	7	1-10	To provide clerical support.
Office Assistant	4	1-6	To provide general support.
Confidential Assistant	5	9-17	To provide clerical support in handling confidential files.
Chief Official Languages Officer	1	45-49	To perform translation duties.
Official Languages Officer I	1	28-33	To perform translation duties.
Social Secretary	1	30-32	To provide social support for CE and his wife.
Assistant Social Secretary	1	24-26	To provide social support for CE and his wife.
Housekeeper	1	26-31	To provide housework support for CE.
Domestic Staff I	2	17-19	To provide housework support for CE.
Domestic Staff II	4	13-16	To provide housework support for CE.
Domestic Staff III	3	11-12	To provide housework support for CE.
Domestic Staff IV	8	8-10	To provide housework support for CE.
Domestic Staff V	3	4-7	To provide housework support for CE.
Senior Personal Chauffeur	1	13-14	Personal driver for CE.
Personal Chauffeur	2	11-12	Driver for CEO's fleet.
Chauffeur**	1	5-10	Driver for CEO's fleet.
Motor Driver	3	5-8	Driver for CEO's fleet.
<b>Total</b>	<b>101</b>		

- \* Directorate Pay Scale for D2, D4 and D6, and Master Pay Scale for the rest.
- \*\* Filled by civil servants or officers under special appointments.

### **Remarks**

- (1) The benefits (e.g. leave and allowances entitlement, etc.) of the officers listed in the above table were provided in accordance with the Civil Service Regulations.
- (2) Apart from the civil service establishment listed above, CEO also employed 1 politically appointed official (i.e., Director of the Chief Executive Office (D/CEO)) and 5 non-civil servants under special appointments, including Information Coordinator, Senior Special Assistant, Special Assistant, Senior Personal Assistant and D/CEO's driver; and 7 officers on non-civil service contract, including 2 Project Officers and 5 domestic staff.
- (3) The staff establishment of the Executive Council Secretariat (a total of 16 posts), originally under the Chief Secretary for Administration's Office and Financial Secretary's Office, has been put under CEO since 2003. As 2 of the posts were deleted in 2004 and 2007 respectively, there are currently 14 posts in the Secretariat.