

## GENERAL GUIDELINES ON STAFF ADMINISTRATION

*This General Guidelines on Staff Administration (the Guidelines) is for the Grantee who is allocated with any grant from the Language Fund (LF). This should be read and adhered to by the Grantee, Project Leaders and staff handling LF projects. The Grantee is requested to ensure that the requirements under the Guidelines are followed.*

### **Introduction**

This part deals with the adoption of a system of staff administration where staff is employed to carry out the LF projects. The main issues are openness and fairness in staff recruitment, permission for outside work and conflict of interest situations.

### ***Staff Recruitment***

2. Recruitment processes should be open and transparent to avoid potential corruption and favouritism. There should be a commitment to ensure that the recruitment is conducted in an open, fair and competitive manner to minimise opportunities for abuse. A summary of the recruitment procedures is at **Annex A** for compliance.

### ***Permission of Outside Work***

3. Where staff of tertiary institutions and organisations are required to work on the LF projects outside or within periods of their normal duties, they should follow the rules of their institutions/organisations to seek permission for outside work as appropriate. The Grantee should ensure that proper control, due diligence and impartiality are observed (e.g. open recruitment) in the selection of staff to undertake project work when the Grant is involved for the remuneration of the staff.

### ***Conflict of Interest***

4. The Grantee should ensure that its staff are aware of the situations where conflict of interest may arise. A system should be in place for declaration of interest in case a staff or member of the organisation has any real or perceived conflict of interest while implementing the LF projects. A sample form on declaration of conflict of interest is given in **Annex B** for reference. **Please note that conflict of interest situations may lead to criminal sanctions under the Prevention of Bribery Ordinance (Cap. 201) or other relevant ordinances in Hong Kong, and the LF reserves the right to recall the Grant in full should any irregularities or criminal elements are discovered after the disbursement of the Grant to a Grantee.**

## Reference Materials

5. The Grantee should refer to the chapter on “Staff Administration” in the Best Practice Checklist on Strengthening Integrity and Accountability – Grantee’s Guidebook published by the Corruption Prevention Department of the Independent Commission Against Corruption and the relevant website at the time of publishing this version of Guidelines is:

*[https://cpas.icac.hk/EN/Info/Lib\\_List?cate\\_id=3&id=142](https://cpas.icac.hk/EN/Info/Lib_List?cate_id=3&id=142)*

Language Education and SCOLAR Section  
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**Summary of Staff Recruitment Procedures**

- Job vacancies should be widely advertised in local newspapers and/or other channels.
- The entry requirements, duties, terms of appointment, application method, application deadline and the contact point for enquiries in respect of each post should be clearly defined and approved by management.
- All applications received should be systematically registered.
- Shortlisting and selection of candidates should be based on predetermined criteria approved by the management. Where feasible, an officer not involved in the shortlisting should review all applications to ensure that qualified applicants have not been unreasonably rejected.
- A recruitment selection panel should be formed to conduct selection interviews and skill tests as necessary.
- The duties of staff involved in the recruitment process should be properly segregated. Where feasible, different staff should be assigned to shortlist candidates for interview, conduct interviews, and approve appointments.
- An objective assessment method should be devised and a standard form should be used to record assessment by individual panel members.
- Assessment of candidates and recommendations of panel members should be properly documented.
- The approval authority should be clearly defined.
- In approving appointments, the approval authority should ensure that the recruitment procedures have been adhered to and that the candidate selected is recommended with adequate reasons.
- There should be proper documentation throughout the process and the requirement for random audit checks to ensure that the set procedures are properly followed.

**Declaration of Conflict of Interest****Part A – Declaration** *(To be completed by Declaring Staff)*To: (Approving Authority)

I would like to report the following existing/potential\* conflict of interest situation arising during the discharge of my official duties:

Persons/companies with whom/which I have official dealings
My relationship with the persons/companies (e.g. Relative)
Relationship of the persons/companies with our organisation (e.g. supplier)
Brief description of my duties which involved the persons/companies (e.g. selection of staff, handling of tender/quotation exercise, etc.)

Date

\_\_\_\_\_  
 (Name of Declaring Staff)  
 (Title/Department)

**Part B – Acknowledgement** *(To be completed by Approving Authority)*To: (Declaring Staff)**Acknowledgement of Declaration**

The information contained in your declaration form of \_\_\_\_\_ (Date) is noted.  
 It has been decided that:

- You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above, and you must uphold the organisation's interest without being influenced by your private interest.
- Others (please specify): \_\_\_\_\_

Date

\_\_\_\_\_  
 (Name of Approving Authority)  
 (Title)

\* Please delete as appropriate