

Trade and Industrial Organisation Support Fund General Guidelines on Staff Recruitment

[These guidelines should be read and adhered to by the successful applicant, project coordinators and any other parties handling projects funded by the TSF.]

Introduction

These guidelines deal with the adoption of a system of staff recruitment where additional staff is employed to carry out projects under the Trade and Industrial Organisation Support Fund (TSF). They serve as a ready reference for the successful applicant who is allocated with any grant from the TSF. The main principles in staff recruitment are openness, fairness and competitiveness.

Staff Recruitment

2. The successful applicant shall appoint a member from its organisation as the project coordinator to oversee and lead the project. As a general rule, no reward in the form of cash allowance to the project coordinator is permitted. Project managers, consultants, engineers or other professionals and personnel outside the organisation may be recruited to help with the implementation of the project under the TSF as stipulated in the project proposal by adopting a credible recruitment procedure. To ensure fairness, staff shall be recruited through an open and competitive system. A gist of the recruitment procedures is at the **Appendix** for reference.

Conflict of Interest

3. Any staff member taking part in a recruitment exercise (e.g. acting as a recruitment panel member) shall be required to declare any conflict of interest and refrain from participating in the selection process if a candidate under consideration is his/her family member, relative or close personal friend. Please note that failure to avoid or properly handle conflict of interest situations may give rise to criticism of favouritism, abuse of authority and even allegations of corruption. The Government reserves the right to recall the grant in full should any irregularities or criminal elements are discovered after the disbursement of grant to a successful applicant.

Reference Material

4. The Independent Commission Against Corruption (ICAC) has published a booklet “Staff Administration” providing organisations with information on good practices on staff recruitment procedures. Successful applicants are advised to download the booklet (https://cpas.icac.hk/EN/Info/Lib_List?cate_id=3&id=220) for reference and contact the Corruption Prevention Advisory Service of ICAC (Tel: 2526 6363) in case of enquiries.

*Trade and Industrial Organisation Support Fund Secretariat
Trade and Industry Department
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Staff Recruitment Procedures

- Job vacancies shall be widely advertised in local newspapers and/or other channels.
- The advertisement shall set out clearly the job descriptions and requirements, and other essential information such as the application deadline and the contact point for enquiries.
- All applications received shall be systematically recorded.
- Shortlisting for interview shall be based on specified criteria.
- If practicable, a recruitment panel shall be formed to conduct selection interviews and skill tests as necessary.
- A standard assessment form shall be devised to record assessment by individual panel members.
- Assessment of candidates and recommendations of panel members shall be properly documented.
- Approving authority for the staff appointment shall be defined clearly.
- A two-tier approval system (including one tier to recommend and one tier to approve) for hiring key personnel (e.g. project managers) shall be established, with supporting documents showing that the recruitment process is fair, open and based on merits.