

Notional Staffing Establishment

Intercountry Adoption	
Capacity: Not applicable	
Ranks/ Posts	No. of Staff
Senior Social Work Officer	0.25
Social Work Officer	0.375
Assistant Social Work Officer	1.5
Welfare Worker	1
Assistant Clerial Officer	0.375
Typist	0.375
Office Assistant	0.375

Remarks : The above notional staffing establishment is devised by SWD as a reference for calculating subvention and should not be used for benchmarking the manpower and staff mix of the subvented service unit. Non-government organisations which are held accountable for the use of public funds, may flexibly deploy staff according to operational needs and their human resources management policies, subject to compliance with Funding and Service Agreements and the relevant statutory requirements (if applicable).