

## ***Annex Pricing Standards for Applications to ATF***

The recruitment of personnel with the following job titles must satisfy the minimum academic requirement and be paid within the specified range of the salary.

### **Personnel**

	<b>Job Title</b>	<b>Salary range / HK\$ (depending on job nature and experience)</b>	<b>Minimum academic / qualification requirement</b>
1.	Assistant Social Work Officer	35,775 – 57,390/month	Bachelor degree in Social Work
2.	Social Work Assistant	24,380 – 35,775/month	Diploma in Social Work
3.	Project officer	24,380 – 30,870/month	University graduate with at least 3 years' relevant experience
4.	Project assistant	14,735 – 24,380/month	University graduate
		13,860 – 17,770/month	HKCEE/HKDSEE results*; and Associate Degree/Higher Diploma/ Diploma from a registered post-secondary college
5.	Research assistant	24,380 – 35,775/month	University graduate
6.	Technician	14,735 – 21,500/month	HKCEE/HKDSEE results*; and Associate Degree / Higher Diploma / Diploma in IT or related subjects from a registered post-secondary college
7.	Clerk	14,735 – 17,770/month	HKCEE/HKDSEE results*

In addition to the above, Applicants may recruit other project staff, on a need basis, at the prevailing market rate.

\* Level 2 or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or Level 2 / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE), including Chinese Language and English Language, or equivalent

*Applicants must ensure that the proposed salary to be paid to the staff is compliant with the Minimum Wage Ordinance (Chapter 608 of the laws of Hong Kong).*

## **Equipment\*\***

	<b>Description</b>	<b>Price HK\$</b>
1.	Desktop computer set with monitor	6,500
2.	Notebook computer	6,000
3.	Office software package (Educational version)	1,200
	Office software package (Full version)	4,000
4.	Laser printer	1,600
5.	Inkjet colour printer	1,000
6.	Others	At minimum market price

## **Furniture\*\***

	<b>Description</b>	<b>Price HK\$</b>
1.	Cabinet	1,000
2.	Bookshelf	1,000
3.	Others	At minimum market price

\*\* Purchase of equipment and furniture should be counted as administrative cost. If the total administrative cost exceeds 5% of the total budget, applicants have to provide justification.

*Last updated: July 2023*