



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Executive Producer (English Programme, Public and Current Affairs Section)

(Salary: \$54,265 - \$64,410 per month, depending on experience)

Entry Requirements : Candidates should have -

- (a) a Hong Kong degree, preferably in Journalism & Communications, or equivalent; and 8 years' post-qualification experience in TV current affairs programme production, of which at least 3 years' experience at supervisory level; AND
- (b) met the language proficiency requirement of Level 3 or above in English Language in the Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination, or equivalent (See the Note).

Candidates who possess -

- (i) excellent command of written and spoken English reaching the standard of broadcasting level;
 - (ii) experience in producing TV arts & culture programmes;
 - (iii) substantial skills and experience relating to filming, non-linear editing, news reporting, script writing, conducting interview and studio recording;
 - (iv) good knowledge in Hong Kong public affairs;
 - (v) ability to communicate in Cantonese or Mandarin in daily work; and
 - (vi) ability to work independently
- will have an advantage.

(Note : "Grade C" in English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to "Level 3" in English Language in the 2007 HKCEE and henceforth.)

Duties : (a) to oversee and direct the production of all the TV English output of Public & Current Affairs section; (b) to formulate TV programme ideas; (c) to plan and design programme contents; (d) to conduct interview, filming and editing work; (e) to coach and supervise producers in all aspects of their work; (f) to handle matters relating to staff / resources management, including budget control, copyrights management and other supporting services of the section. (Note : Required to work irregular hours / over-night shifts / weekends)

Terms of Appointment & Fringe Benefits : Successful candidate will be appointed on 1-year non-civil service contract terms. If the contract is satisfactorily completed with consistently high standard of performance and conduct, the officer may be granted a gratuity which, when added together with the Government's contribution to MPF scheme, equals 15% of the total basic salary drawn during the contract period. Rest day, general holidays, annual leave, maternity leave, sickness allowance, where appropriate, will be granted on terms not less favourable than the provisions of the Employment Ordinance.

How to Apply : Application forms (G.F. 340 (Rev. 3/2013)) are obtainable from any Public Enquiry

Service Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's web site (<http://www.csb.gov.hk>) or Radio Television Hong Kong's web site (http://app3.rthk.hk/recruit/index_e.php). Completed forms should be sent to the address below on or before the closing date for application. Candidates who are selected for interview will normally receive an invitation in about 6 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. Only shortlisted candidates will be notified.

Address and Enquiry Tel. : Central Administration Unit, Television Division, Radio Television Hong Kong, Room 302 - 304, 3/F., Inno Centre, 72 Tat Chee Avenue, Kowloon Tong, Kowloon. (Enquiries : 3697 8621)

Closing Date for Application : 28 April 2014

General Notes:

- (A) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (B) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (C) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (D) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (E) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (F) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting criteria.
- (G) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.