



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Executive Producer (General Programme Section, Television Division)
(Salary: HK\$62,280 per month)

Entry Requirements: Candidates should have –

- (a) (i) a Hong Kong degree, preferably in Journalism and Communication, or equivalent; and 12 years' experience in TV programme production, of which at least 4 years' experience in TV production management or as an Executive Producer; OR
- (ii) an accredited Higher Diploma or an accredited Associate Degree, preferably in Journalism and Communication, from a Hong Kong tertiary institution, or equivalent; and 14 years' experience in TV programme production, of which at least 6 years' experience in TV production management or as an Executive Producer; AND
- (b) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Diploma of Secondary Education Examination, or equivalent [See Note (1)].

Candidates who possess –

- (i) network of corporate or personal connections in various sectors of the creative industries including music, entertainment, arts and culture;
- (ii) experience in the production of large-scale music performances, prize presentation ceremonies, concerts, or the production of arts and cultural programmes and special projects; and
- (iii) hands-on experience and skills in digital video filming, non-linear editing, script-writing, conducting interviews and multi-media productions

will have an advantage.

(Note: (1) “Grade E” in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to “Level 2” in Chinese Language and English Language in the 2007 HKCEE and henceforth. (2) Candidates may be required to submit their previous productions to demonstrate their production skills.)

Duties: The Executive Producer of Television Division will undertake the following duties: (a) overseeing the production of TV magazine programmes, variety programmes, outdoor live broadcasts or studio production of large-scale activities; (b) liaising with various sectors of the creative industries including music, entertainment, arts and culture for the creation of programmes or special projects; (c) leading a team of producers in formulating TV programme ideas, planning and designing programme contents; (d) taking up various duties of co-ordinating and directing production in the role of Programme and Project Executive Producer; and (e) assisting in matters relating to staff and resources management of Television Division, budget control, copyrights management and other related supporting services. (Note: Required to work irregular hours.)

Terms of Appointment & Fringe Benefits: Successful candidate will be appointed on one-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 days, 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 407-409, 4/F, InnoCentre, No. 72 Tat Chee Avenue, Kowloon Tong. (Enquiries: 3697 8631).

Closing Date for Application: 29 December 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.