



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Part-time Library Content Officer (TV Presentation and Scheduling Unit) **(Salary: \$96 per hour)**

Entry Requirements : Candidates should have–

- (a) (i) a Hong Kong degree, preferably in Library Studies or Information Management, or equivalent; and 1 year's experience in library work; OR
- (ii) an accredited Higher Diploma or an accredited Associate Degree, preferably in Library Studies or Information Management, from a Hong Kong tertiary institution, or equivalent; and 3 years' experience in library work; OR
- (iii) 5 years' experience in library work; 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].

Candidates who are -

- (i) experienced in video archive processing and library database management;
 - (ii) knowledgeable about management system on video content;
 - (iii) knowledgeable about management system on media asset;
 - (iv) experienced in staff management;
 - (v) proficient in written Chinese and English; and
 - (vi) familiar with RTHK TV programmes
- will have an advantage.

(Note: "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.)

Duties : (i) To enhance, verify and create metadata of RTHK's archive materials at the management system on media asset; (ii) to classify, locate and fill in programme information; and (iii) to perform other administrative duties assigned by supervisors.

Terms of Appointment : Successful candidate will be appointed on non-civil service contract terms. He / she will be required to work on a part-time basis with regular / irregular working hours, depending on operational needs.

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, Room 407-409, 4/F., InnoCentre, 72 Tat Chee Avenue, Kowloon Tong, Kowloon (Enquiries: 3697 8618).

Closing Date for Application : 7 December 2015

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.