



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Film Crew Assistant (Electronic Field Production & Photo Services Section)

(Salary: \$72 per hour, around 175 – 240 hours per month, depending on operational need)

Entry Requirements : Candidate should have –

- (a) completed Secondary 3 education, or equivalent; and 1 year's experience in electrical / electronic work or film production / filming or stage lighting work; OR
- (b) (i) at least 3 years' experience in electrical / electronic work or film production / filming or stage lighting work; AND
- (ii) attained a level of proficiency in Chinese and English Languages equivalent to Primary 6 standard.

Candidates who are knowledgeable in using Microsoft Excel and Word will have an advantage.

Duties: To perform tasks related to the duties of the film crew, including: (i) safekeeping of filming equipment and the management of its access record; (ii) providing assistance in all lifting works and installation / operation of filming and lighting equipment; and (iii) performing other duties assigned by supervisors. (Required to work irregular hours / overnight shifts.)

Terms of Appointment & Fringe Benefits: Successful candidate will be appointed on one-year non-civil service contract terms. Rest days, general holidays, annual leave, maternity leave, paternity 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 : Production Manager, Production Services Division, Television House, Radio Television Hong Kong, 1A Broadcast Drive, Kowloon. (Tel.: 2339 7673).

Closing Date for Application : 13th July 2016

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.