



RADIO TELEVISION HONG KONG

Non-Civil Service (Programme) Vacancy

Assistant Producer (Multi-task)(TV) (Educational Television Section)

(Salary: \$12,555 – \$16,950 per month) (Depending on qualification and experience)

Entry Requirements: Candidates should have (a)(i) a Hong Kong degree, preferably in Journalism & Communication, or equivalent; OR (ii) an accredited Higher Diploma or an Associate Degree, preferably in Journalism & Communication, or equivalent, and 1 year's TV production experience; OR (iii) 3 years' relevant experience; 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)]; AND (c) Must possess skill and knowledge in DV filming and non-linear editing (Trade test will be conducted.)

Candidates who possess experience in TV drama, documentary and studio production experience will have an advantage.

(Note: (1) 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 2' in Chinese Language and English Language in the 2007 HKCEE and henceforth.)

Duties: Assisting in conducting research and liaising with outside parties for programme production; planning and designing programme contents; working out production and post-production details; fundamental filming and video taking; liaising with interviewees and artistes; providing administrative / logistics support related to programme production / promotion / event / project / contest / website and other production related duties. (Note: Required to work irregular hours and on Sundays and Public Holiday as well as overnight shift duties.)

Terms of Appointment & Fringe Benefits: Successful candidate will be appointed on short-term non-civil service contract terms for not more than one year. Rest day, general holidays, annual leave, maternity leave, sickness allowance, where appropriate, will be granted in line with the provisions in the Employment Ordinance.

How to Apply: Application forms (G.F. 340 (Rev. 3/2013)) are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre 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 by post or by hand on or before the closing date for application. For submissions by post, applicants should ensure that the

correct address is clearly printed or written on the envelope and sufficient postage is paid. An applicant will bear any consequences arising from not paying sufficient postage. The postmark date on the envelope will be regarded as the date of submission of application. Please specify the post of application on the envelope. For submissions by hand, completed application forms should reach the below address during office hours (Monday to Friday 8:45 a.m. – 6 p.m. Lunch break 1 p.m. – 2 p.m.). Applications which are late, incomplete, submitted by fax or by e-mail or not made in the prescribed form will NOT be considered. 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, Educational Television Center, Radio Television Hong Kong, 79 Broadcast Drive, Kowloon (Enquiries: 2794 6222).

Closing Date for Applications: 29 Mar 2018

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 requirement 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.