



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Part-time Media File Processing Assistant (TV Presentation and Scheduling Unit)

(Salary: \$70 per hour)

Entry Requirements: Candidates should –

- (a) (i) be students pursuing a Hong Kong Bachelor's Degree / an accredited Associate Degree / an accredited Higher Diploma in Journalism & Communication, Multimedia Studies or media related discipline, from a Hong Kong tertiary institution, or equivalent; OR
- (ii) have 2 years' experience in video ingestion / video production; 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 the Note (1)].

Candidates who possess experience in video editing /motion graphic design using Mac OS will have an advantage.

(Notes: (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 3 video clips to demonstrate their editing skills / knowledge.)

Duties: (i) assist in vetting of photos from news source, edit selected photos into video loops, ingestion and delivery of video releases; (ii) assist in video digitization into computer system for storage and repackaging; and (iii) handle other administrative matters and ad hoc duties as assigned.

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 working hours (from 9 a.m. to 6 p.m. on weekdays), depending on operational needs.

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 to 8 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, Unit 407 – 409, 4/F., InnoCentre, 72 Tat Chee Avenue, Kowloon Tong, Kowloon. (Enquiries: 3697 8627)

Closing Date for Application: 5 July 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 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.