



## **RADIO TELEVISION HONG KONG**

### **Non-Civil Service Vacancy**

**Executive Assistant (Training and Development Section)**  
**(Salary: HK\$21,585 per month)**

**Entry Requirements:** Candidate should have

- (a) a Hong Kong Bachelor's degree, or equivalent;
- (b) 2 years' work experience in general administration, preferably in Government departments or public bodies; AND
- (c) met the language proficiency requirements of Level 3 in Chinese and English Languages in the Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination (HKCEE) ; or equivalent [See Note].

Candidates who possess –

- (i) experience in organising training and development programmes
  - (ii) sound knowledge of computer operation in MS FrontPage, Word, Excel, PowerPoint and Chinese Word Processing;
  - (iii) good command of both spoken and written English and Chinese; and/or
  - (iv) good communication and interpersonal skills
- will have an advantage.

[Note: “Grade C” in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as compared to “Level 3” in Chinese Language and English Language in the 2007 HKCEE and henceforth.]

**Duties:** Responsible for (a) updating the departmental training and development plan; (b) designing, coordinating, arranging and evaluating staff training programmes based on organisational and employee needs; (c) managing training resources and liaising with various internal and external parties on nomination of training programmes; (d) maintaining statistics and records on training matters; (e) updating web page; and (f) providing secretarial supports to training meetings.

**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, 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 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](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:** Programme Officer, Training and Development Section, Radio Television Hong Kong, 5/F, One Mongkok Road Commercial Centre, 1 Mongkok Road, Kowloon (Tel: 3547 1207)

**Closing Date for Application:** 21 August 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 recruitment examination and/or interview 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.