



RADIO TELEVISION HONG KONG

Non-Civil Service (Programme) Vacancy

Assistant Graphic Designer (Part-time)

(Animation and Graphic Design Section, Production Services Division)

(Salary: \$147 per hour)

Entry Requirements: Candidates should have –

- (a) (i) a Hong Kong Bachelor's degree in Arts / Design or related discipline, or equivalent; and 1 year's relevant experience in graphic design; OR
- (ii) an accredited Higher Diploma / Associate Degree in Arts / Design or related discipline from a Hong Kong tertiary institution, or equivalent; and 3 years' relevant experience in graphic design; OR
- (iii) Level 2 or above in Chinese Language and English Language together with 3 other subjects at Level 2 or equivalent or above in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) [see Note (1)], or equivalent; and 8 years' relevant experience in graphic design; OR
- (iv) Level 2 or above in Chinese Language and English Language together with 3 other subjects at Grade E or above in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; and 8 years' relevant experience in graphic design; AND
- (b) Level 2 or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent [see Note (2)]; AND
- (c) Good knowledge of designing and producing for both TV and printing graphics; AND
- (d) Knowledge of using computer graphic design software in Adobe Photoshop, Illustrator and InDesign.

[Notes:

- (1) "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other language subjects in the HKDSEE are accepted as equivalent to "Level 2" in the New Senior Secondary subjects in the HKDSEE.
- (2) "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.
- (3) Candidates should provide their previous productions together with their applications for assessment.]

Duties: Designing and producing graphics, illustration, captions, motion graphics and trophies for television production as well as other media purposes; and assisting in other duties as assigned.

[**Note:** (i) The number of working hours is subject to the prevailing operational needs. No guarantee on the minimum hours of work in any given period. Working time per week will be less than 18 hours. Candidates will be assigned to work irregular hours. Recruited person shall provide services in Animation and Graphic Design Section, Production Services Division of RTHK department within office hours. (ii) Assistant Graphic Designer (Part-time) will not be entitled for meal breaks.]

Terms of Appointment: Successful candidate will be appointed on non-civil service contract terms for not more than 12 months. Working time per week will be less than 18 hours. He/She will be required to work on an as and when required basis.

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, Production Services Division, 3/F Television House, Radio Television Hong Kong, 1A Broadcast Drive, Kowloon. (Enquiries: 2339 7673)

Closing Date for Application: 27 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 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.