



## RADIO TELEVISION HONG KONG

### Non-Civil Service (Programme) Vacancy

#### Temporary Assistant Producer (Multi-task) (TV & Corporate Business Division)

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, Cinema & Television, Theatre Design, Multimedia, or related studies, or equivalent; OR (ii) an accredited Higher Diploma or an Associate Degree from a Hong Kong tertiary institution preferably in Journalism & Communication, Cinema & Television, Theatre Design, Multimedia, or related studies, or equivalent; and 1 year's TV production experience; OR (iii) 3 years' relevant experience; AND (b) met the language proficiency of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent [See note (1)]; (c) Must possess skill and knowledge in DV filming and non-linear editing [See note (2)]

Candidates who possess experience in TV drama, documentary, studio & outside broadcast and dubbing production experience will have advantage.

(Note: (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 their previous productions to demonstrate their production skills and /or sit for a trade test.)

#### **Duties:**

(a) Assist in conducting research and liaising with outside parties for programme production or dubbing; (b) Planning and designing programme contents; (c) Working out production and post-production details including dubbing and subtitling plans and the cost estimation; (d) Filming, video taking and editing; (e) Liaising with interviewees, artistes and all related parties throughout the production and dubbing process; (f) Supervising the script translation and dubbing; and (g) Performing other programme production/ promotion/ project/ contest/ website related duties and support. (Note: Required to work irregular hours and on Sundays and Public Holidays as well as to perform 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 Centres 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)). Applications submitted in person or by post should reach the above contact address during office hours (Monday to Friday 8:45 a.m – 6 p.m. Lunch break 1 p.m. – 2 p.m.). Please specify the title of the post being applied for on the envelope. To

avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Applications submitted by fax or e-mail will not be accepted. If candidates fail to provide the supporting documents as required, their applications will not be considered. Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation (by email or by post) in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

**Address and Enquiry Tel. No.:** Central Administration Unit, Television & Corporate Business Division, Radio Television Hong Kong, Room 407-409, 4/F, Inno Centre, 72 Tat Chee Avenue, Kowloon Tong, Kowloon (Enquiries: 3697 8621, 3697 8627)

**Closing Date for Application:** 10 December 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. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".
- (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 contact address.