



RADIO TELEVISION HONG KONG

Non-Civil Service (Programme) Vacancy

Video Editor (Part-time)

(Video Editing Section, Production Services Division)

(Salary: \$168 per hour)

Entry Requirements: Candidates should have –

- (a) a Hong Kong degree, or equivalent; and 1 year's relevant experience in EFP tape and / or non-linear editing with knowledge of operating mixing-effect panel, Digital Video Effect (DVE) panel or non-linear editing system; OR
- (b) an accredited Higher Diploma or an accredited Associate Degree, or equivalent; and 3 years' relevant experience in EFP tape and / or non-linear editing with knowledge of operating mixing-effect panel, Digital Video Effect (DVE) panel or non-linear editing system; OR
- (c) completion of Secondary 5, or equivalent; at least 8 years' relevant experience in EFP tape and / or non-linear editing with knowledge of operating mixing-effect panel, Digital Video Effect (DVE) panel or non-linear editing system.

[Notes: (1) Candidates may be required to sit for a trade test. (2) Candidates should provide documentary proofs of their relevant qualifications and experience for assessment.]

Duties: (i) Operating non-linear editing system to edit television programmes, applying visual effects, caption superimposition and colour correction as required; (ii) preparing sound-tracks for dubbing and mixing; (iii) liaising with engineering staff to check visual and audio quality; and (iv) performing any associated editing jobs as assigned by Head of Video Editing.

[Notes: (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. Successful candidate will be assigned to work irregular hours and on Sundays and Public Holidays as well as to perform overnight duties. (ii) Video Editor (Part-time) will not be entitled for meal breaks and late night travelling expenses.]

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 when required basis.

Contact Address and Enquiry Tel. No.:

Central Administration Unit, Production Services Division, Television House, Radio Television Hong Kong, 1A Broadcast Drive, Kowloon. (Enquiries: 2339 7673)

Closing Date for Application: 13 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.

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). 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.