



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Administrative Assistant

(Salary: \$11,765 per month)

Entry Requirements: Candidates should have –

- (a) an accredited Higher Diploma / Associate Degree, from a Hong Kong tertiary institution, or equivalent; and 1 year's experience in administration / human resources / information systems / logistics / accountancy / customer service; AND
- (b) met the language proficiency requirement 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 (HKDSEE), or equivalent [See the Note].

Candidates who possess -

- (i) sound knowledge of computer operations in MS Word, Chinese Word Processing, Excel and Powerpoint;
- (ii) good command of both spoken and written English and Chinese (Cantonese and Putonghua);
- (iii) knowledge of other dialects;
- (iv) good communication and interpersonal skills; and/or
- (v) sound knowledge of government procurement procedures and Employment Ordinance will have an advantage.

(Note : “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.)

Duties: (a) procure goods and services in accordance with the government procedures; (b) handle feedback/opinions/enquiries/complaints; (c) prepare contracts and process payments; (d) assist in conducting recruitment exercises; (e) maintain filing system and personnel records; (f) prepare statistics and reports; and (g) other various personnel and administrative duties as assigned.

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, 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 Public Enquiry Service Centres of District Offices, Home Affairs Department or any Job Centres 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 on or before the closing date for application. Candidates who are selected for interview will normally receive an invitation in about 6 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: Departmental Administration Unit, Radio Television Hong Kong, 30 Broadcast Drive, Kowloon. (Tel: 2339 6587)

Closing Date for Application: 29 December 2014

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.