

Recruitment Advertisement

RADIO TELEVISION HONG KONG (Civil Service Vacancies)

Principal Programme Officer

Salary : Master Pay Scale Point 40 (HK\$77,905 per month) to Master Pay Scale Point 44 (HK\$91,590 per month)

Entry Requirements: Candidates should have

- (a) (i) a Hong Kong Bachelor's degree, or equivalent, and 10 years' relevant experience at management and supervisory level, including TV, radio or new media programme production, filming, production support for TV/filming, media management, multi-media communication, news reporters, news editors, outside broadcast productions, photography, theatre / stage support, video editing, filming, lighting, sound recording for TV production, floor managers, set design for TV/filming, animation, asset management, costume-making, exhibition design, graphic design, hairdressing, image design, interior design, librarian work, logistics support in a media organization, make-up, marketing and/or public relations; or
- (ii) an accredited associate degree or an accredited higher diploma in a relevant or related discipline (Journalism and Communication, Media Studies, Film and TV, Theatre and Entertainment Art, Library Studies, Architectural Studies, Art and Graphic Design, Creative Media, Digital Media, Fashion, Image Design, Information Management, Interior Design, and/or Video Editing) from a Hong Kong tertiary institution, or equivalent; and 12 years' relevant experience at management and supervisory level; or
- (iii) an accredited diploma in a relevant or related discipline (Journalism and Communication, Media Studies, Film and TV, Theatre and Entertainment Art, Library Studies, Architectural Studies, Art and Graphic Design, Creative Media, Digital Media, Fashion, Image Design, Information Management, Interior Design, and/or Video Editing) from a Hong Kong tertiary institution, or equivalent; and 14 years' relevant experience at management and supervisory level; or
- (iv) a pass in 2 subjects at Advanced Level in the Hong Kong Advanced Level Examination (HKALE) and Grade C or above in 3 other subjects in the Hong

- Kong Certificate of Education Examination (HKCEE) (which may include Level 3 in Chinese Language and English Language), or equivalent; or Level 3 or equivalent [See Note (1)] or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (which may include Level 3 in Chinese Language and English Language), or equivalent; and 15 years' relevant experience at management and supervisory level; or
- (v) Level 2 or above in Chinese Language and English Language together with 3 other subjects at Grade E or above in the HKCEE, or equivalent; or Level 2 or equivalent [See Note (1)] or above in five subjects in the HKDSEE (which should include Chinese Language and English Language), or equivalent; and 16 years' relevant experience at management and supervisory level; and
- (b) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent.

Notes:

- (1) For civil service appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "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) For civil service appointment purpose, "Grade C" and "Grade E" in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to "Level 3" and "Level 2" respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (3) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the selection interview will be assessed on their BL knowledge through a written test on the same day. The BL test result will be one of the considerations to assess the suitability of a candidate.
- (4) Candidates expecting to obtain the required academic qualifications within three months from the closing date for application may apply. Consideration for appointment will be subject to their successfully obtaining the required academic qualifications.

- (5) Candidates have to provide documentary proofs of their qualifications and relevant experience before or after the recruitment interview.
- (6) Candidates who have acquired concrete experience relating to broadcast operation and television on air operation, including broadcast system development, scheduling system development, scheduling strategy and development of television presentation playout systems are advised to indicate clearly the business nature of the organisation and the candidates' nature of work under "Employment Record" of the G.F. 340 (Rev. 3/2013).

Duties: The Principal Programme Officer is mainly deployed on the following duties:

- (a) supervising the TV Presentation & Scheduling Unit's daily broadcast operations and development of the broadcast operations of RTHK's 3 Digital Terrestrial Television (DTT) channels;
- (b) research and development of operational systems for scheduling and playout systems e.g. broadcast of traffic information, weather information, etc.;
- (c) monitoring and controlling video and audio quality delivered via RTHK's presentation/playout systems, including but not limited to scheduled programmes and live events broadcasted on RTHK TV channels;
- (d) drawing up and implementing scheduling strategies and plans for RTHK programmes on RTHK TV 31, 32, 33 and on Free-To-Air, Free TV and Pay TV platforms ;
- (e) planning and development of the infrastructure for broadcast operations and the integration of the Media Asset Management, on air and broadcast playout system, scheduling system, etc.; and
- (f) managing and coordinating staff and other resources and taking up administrative duties including budget planning; preparation of annual estimates.

(Note: May be required to work irregular hours and shifts; and to work during typhoons, Rainstorm Black Warning and other emergencies.)

Terms of Appointment: A successful candidate will be appointed on three years' civil service agreement terms. A gratuity may be granted upon satisfactory completion of the agreement with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government's contribution to the Mandatory Provident Fund Scheme, equals 15% of the total basic substantive salary drawn during the agreement period. Upon completion of the three years' civil service agreement terms, the officer may be appointed on the prevailing permanent terms.

Address and Enquiry Tel. No.: Recruitment Team, Radio Television Hong Kong, 21/F, One Mongkok Road Commercial Centre, 1 Mong Kok Road, Mong Kok, Kowloon (Tel: 3547 1737).

Closing Date for Application : 29 May 2015

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) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (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) The information on the maximum pay point is for reference only and may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) 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 selection interviews.
- (h) 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 selection interviews without being subject to further shortlisting.
- (i) 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 deliver or post copies of their official transcripts and certificates to the above address.

- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (k) Towards the application deadline, our on-line system will likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

How to apply: Application must be made on the prescribed application form G.F. 340 (Rev.3/2013), which is 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 form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>) or RTHK's website (<http://rthk.hk/recruit>). Applicants should submit their application on or before the closing date of application through either one of the following means: (a) deliver or post it to the address stated in this advertisement [The post mark date on the envelope will be regarded as the date of application. Please specify on the envelope "Application for the post of Principal Programme Officer"]; or (b) submit it through internet [through Civil Service Bureau's website (<http://www.csb.gov.hk>). Applicants are recommended to apply through the internet]. Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority should deliver or send by post, on or before 12 June 2015, copies of their official transcripts, diplomas / certificates and other relevant qualification documents to the department at the address stated in this advertisement [please clearly state the internet application number, where applicable, on every page of the documents]. Applicants are encouraged to provide their email addresses on the application form. Applications that are incomplete, or without the needed qualification documents, or late or submitted by fax / email will not be considered. Candidates who are selected for further consideration will normally receive an invitation in about 6 to 8 weeks from the closing date for application. Those who are not invited to selection interviews may assume that their applications are unsuccessful. Only shortlisted candidates will be notified.