



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Executive Producer (Public and Current Affairs Section – Television & Corporate Businesses Division)

(Salary: \$49,465 per month)

Entry Requirements: Candidates should have -

- (a) (i) a Hong Kong degree, preferably in Journalism & Communication, or equivalent; and 7 years' experience in TV current affairs programme production, of which at least 2 years' experience at supervisory level; OR
- (ii) an accredited Higher Diploma or an accredited Associate Degree, preferably in Journalism & Communication, from a Hong Kong tertiary institution, or equivalent; and 9 years' experience in TV current affairs programme production, of which at least 4 years' experience at supervisory level; AND
- (b) met the language proficiency requirements 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, or equivalent [See Note].

Candidates who possess –

- (i) experience in producing long-form TV news documentary and investigative type programme; and/or
 - (ii) substantial skill and experience relating to DV filming, non-linear editing, news reporting, script writing, conducting interview and multimedia production
- 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: The Executive Producer will be responsible for the following duties: (a) to oversee and direct the production of TV current affairs programme and news documentary; (b) to formulate TV programme ideas, to plan and design of programme contents, to undertake research work, conduct interview, filming and editing work; (c) to coach and supervise producers in all aspects of their work; (d) to handle matters relating to staff / resources management, budget control, copyrights management and other supporting services of the section. (Note : Required to work irregular hours / over-night shifts / weekends; and able to work independently.)

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, paternity 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 of Labour Department. The said form can also be downloaded from the Civil Service Bureau Home Page on the Internet (address: <http://www.csb.gov.hk>) or Radio Television Hong Kong's Internet website (http://app3.rthk.hk/recruit/index_e.php). Completed forms should be sent to the address as specified below on or before the closing date for application. Candidates who are selected for interview will normally receive an invitation within 6 weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. Only short-listed candidates will be notified.

Address and Enquiry Tel.: Central Administration Unit, Television Division, Room 407-409, 4/F, InnoCentre, 72 Tat Chee Avenue, Kowloon Tong, Kowloon (Tel: 3697 8621).

Closing Date for Application: 2 September 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) 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.