



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Assistant Administrative Supervisor

(Salary: \$14,905 per month)

Entry Requirements: Candidates should have –

- (a) (i) a Hong Kong degree, or equivalent; and 2 years' accounting or administrative experience; OR
- (ii) an accredited Higher Diploma / Associate Degree, from a Hong Kong tertiary institution, or equivalent; and 4 years' accounting or administrative experience; 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 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); and
 - (iii) good communication and interpersonal skills
- 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) to perform system administration of various departmental and Treasury computerized systems; (b) to carry out user acceptance tests for accounting related computerized systems; (c) to process payments and perform the first authorization; (d) to check inputs of different types of allowances and expenses processed through the Treasury's Payroll System; (e) to prepare adjustments and cross departmental journals; (f) to process allocation warrants from/to other departments; (g) to maintain accounting records, generate regular accounting reports, and prepare daily and monthly statements for specific types of expense; and (h) to perform ad hoc assignments as assigned by senior officers.

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, 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: Finance & Resources Unit, Radio Television Hong Kong, 21/F., One Mongkok Road Commercial Centre, Kowloon. (Attn.: Senior Accounting Officer, Tel.: 3547 1721)

Closing Date for Application: 4 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.