



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Part-Time Production Assistant (TV Division)

Ref: TV/PA/II

Salary: HK\$74 per hour

(employed on contract terms for not more than 12 months, depending on job requirement.)

Entry Requirements: (a) (i) Students pursuing a Degree / Higher Diploma / accredited Associate Degree, majoring in Journalism & Communication / Multimedia Studies, from a Hong Kong tertiary institution, or equivalent ; or (ii) 2 years' relevant experience ; (b) Be familiar with Chinese word processing (Changjie or Quick input method); (c) experience of TV outdoor show / filming / production / DV operation is an advantage; (d) Level 2 or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent [see Note]; (e) Knowledge of Putonghua / Chinese dialect is an advantage; and (f) Video-tape logging experience is an advantage. (Candidates may be required to attend a skill test).

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: An assistant providing technical and general production support for TV programmes; coordinating various odd jobs, such as checking subtitles, conducting research, data input, transcription, etc.

Terms of Appointment: Employed on contract terms for not more than 12 months with working time not more than 18 hours per week (excluding lunch hours), depending on job requirement. (Note: Required to work irregular hours and on Sundays and Public Holidays as well as to perform overnight shift duties.)

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 RTHK's web site (http://rthk.hk/recruit/index_e.htm). Completed forms should be sent to the address below on or before the closing date for application. Please mark on the envelope "Application for the position of Part-Time Production Assistant (TV Division)". Applications not made in the prescribed form or which are incomplete, late or without required photocopies of the supporting documents will NOT be considered. Please ensure that sufficient postage is paid if the completed application form and the required supporting documents are sent by post. Underpaid mails will not be delivered by the Hong Kong Post. Candidates who are selected for interview will normally receive an invitation in about 8 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 Telephone: Central Administration Unit, Television Division, Radio Television Hong Kong, Room 407-409, 4/F., InnoCentre, 72 Tat Chee Avenue, Kowloon Tong, Kowloon.
(Enquires: 3697-8631).

Closing Date for Application: 11 August 2016

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 requirement 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.