



## Non-Civil Service (Programme) Vacancy

### **Temporary Assistant Producer (Multi-task) (General Programme Section / TV Division – Drama and Documentary)**

**Salary: \$12,555 – \$16,950 per month (depending on qualification and experience)**

**Entry Requirements:** Candidates should have (a)(i) a Hong Kong degree, preferably in Cinema and Television, Theatre Design, Multimedia, Journalism & Communication or equivalent; OR (ii) an accredited Higher Diploma or an Associate Degree from a Hong Kong tertiary institution, preferably in Cinema and Television, Theatre Design, Multimedia, Journalism & Communication, or equivalent, and 1 year's TV production experience; OR (iii) 3 years' relevant experience; AND (b) met the language proficiency of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination or Hong Kong Certificate of Education Examination, or equivalent [See note (1)]; AND (c) Must possess skill and knowledge in DV filming and non-linear editing.

(Note: (1) “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. (2) Candidates may be required to submit their previous productions to demonstrate their production skills and /or sit for a trade test.)

**Duties:** Assisting in venue coordination, project arrangement and liaising with outside parties for programme production; planning and designing programme contents; working out production and post-production details; filming and video taking; liaising with interviewees and artistes; and other production related duties. (Note: Required to work irregular hours and on Sundays and Public Holidays as well as to perform overnight shift duties.)

**Terms of Appointment & Fringe Benefits:** Successful candidate will be appointed on non-civil service contract terms for not more than one year. Rest day, general holidays, annual leave, maternity leave, sickness allowance, where appropriate, will be granted in line with the provisions in 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 RTHK's web site ([http://rthk.hk/recruit/index\\_e.htm](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 envelop “Application for the position of “Temporary Assistant Producer (Multi-task) (General Programme Section/ TV Division – Drama and Documentary)” 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.

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, Inno Centre, 72 Tat Chee Avenue, Kowloon Tong, Kowloon (Enquiries: 3697 8621)

**Closing Date for Applications:** 7 November 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 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 and/or 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.