



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Production Assistant (Part-time)

(Chinese Programme Service and Radio Administration, Development & Programming, Radio Division)

(Salary: \$75 per hour)

Entry Requirements : Candidate should be -

- (i) Pursuing a Degree / Higher Diploma / accredited Associate Degree from a Hong Kong tertiary institution, or equivalent; or
- (ii) Complete Form 5 with 1 year's media or broadcasting working experience.

Candidates who possess –

- (i) Experience and knowledge of radio programme production;
 - (ii) Proficiency in MS Word and Excel, Chinese word-processing
- will have an advantage.

Duties : To provide technical and general production support for radio programmes, such as handling phone-in calls, newspaper cutting, searching CDs, receiving guests, general office work etc.

Notes : (1) Required to work irregular hours.

Terms of Appointment & Fringe Benefits : Successful candidate will be appointed on non-civil service contract terms for not more than one year. Working time per week will be less than 18 hours.

How to Apply : Application forms (G.F. 340 (Rev. 3/2013)) are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre 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 by post or by hand on or before the closing date for application. For submissions by post, applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is paid. An applicant will bear any consequences arising from not paying sufficient postage. The postmark date on the envelope will be regarded as the date of submission of application. Please specify the post of application on the envelope. For submissions by hand, completed application forms should reach the below address during office hours (Monday to Friday 8:45 a.m – 6 p.m. Lunch break 1 p.m. – 2 p.m.). Applications which are late, incomplete, submitted by fax or by e-mail or not made in the prescribed form will NOT be considered. 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 : Central Administration Unit (Radio Division), Broadcasting House, Radio Television Hong Kong, 30 Broadcast Drive, Kowloon (Tel: 2339 6311).

Closing Date for Application : 24th October, 2017

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.