

Recruitment Advertisement

RADIO TELEVISION HONG KONG (Civil Service Vacancies)

Works Supervisor II

Salary: Master Pay Scale Point 9 (HK\$20,650 per month) to Master Pay Scale Point 12 (HK\$24,675 per month)

Entry Requirements: Candidates should have

- (a) (i) a craft certificate in **commercial art / decorating / prop making / scenic art / carpentry / painting / sign-writing**, or equivalent, from Hong Kong Institute of Vocational Education or Construction Industry Council Training Academy or technical institute / college, or equivalent; and have **6 years'** relevant experience in the **scenic industry as a skilled worker**; or
 - (ii) completed a recognized apprenticeship in relevant field or equivalent; and have **8 years'** relevant experience in the **scenic industry as a skilled worker**; or
 - (iii) at least **10 years'** relevant experience in the **scenic industry as a skilled worker**; and
- (b) attained a level of proficiency in Chinese and English languages equivalent to Form 3 level.

Notes:

- (1) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. Candidates who are invited to attend the recruitment interview will be tested orally on their BL knowledge during recruitment interview. The BL test result will be taken into account only if two candidates are considered equal in all other aspects.
- (2) Candidates expecting to obtain the required academic qualifications within three months from the closing date for application may apply. Consideration for appointment will be subject to their successfully obtaining the required academic qualifications.
- (3) Candidates will be required to pass a trade test for consideration of his/her suitability for appointment.
- (4) Candidates have to provide documentary proofs of their qualifications and relevant experience before or after the recruitment interview.

- (5) Candidates who have acquired relevant experience as a supervisor leading a team of scene builders/scene crew in a media organisation are advised to indicate clearly the business nature of the organisation and the candidates' nature of work under "Employment Record" of the G.F. 340 (Rev. 3/2013).

Duties: A Works Supervisor II is mainly deployed on (a) supervising and co-ordinating the work amongst the Senior Artisans and Artisans; (b) purchasing, distributing and ensuring proper custody of props, tools and materials; (c) assisting in the preparation of cost estimates of scenic works; (d) assisting in quality control of projects and monitoring progress of scenic work; and (e) checking works for compliance with contractual requirements and procedures, including site safety.

(Note: May be required to work with computer; to work irregular hours and overnight duties on an as-and-when-required basis, and to attend duties during typhoons, Black Rainstorm Signal and other emergencies.)

Terms of Appointment: A successful candidate will normally be appointed on civil service probationary terms for three years. Upon passage of probation bar, he/she may be considered for appointment on the prevailing permanent terms.

Address and Enquiry Tel. No.: Recruitment Section, Radio Television Hong Kong, 5/F, One Mongkok Road Commercial Centre, 1 Mong Kok Road, Mong Kok, Kowloon (Tel: 3547 1737).

Closing Date for Application: 27 April 2018

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) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (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) The information on the maximum pay point is for reference only and may be subject to changes.

- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) 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 the trade test.
- (h) 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 trade test without being subject to further shortlisting.
- (i) 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 provide copies of their official transcripts and certificates.
- (j) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at <http://www.gov.hk>.
- (k) Towards the application deadline, our on-line system will likely be overloaded due to large volume of applications. To ensure timely completion of your on-line application, it is advisable to submit the application as early as possible.

How to apply: Application must be made on the prescribed application form G.F. 340 (Rev.3/2013), which is obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>) or RTHK's website (<http://rthk.hk/recruit>). Applicants should submit their application on or before the closing date of application through either one of the following means: (a) deliver or post it to the address stated in this advertisement [The post mark date on the envelope will be regarded as the date of application. Please specify on the envelope "Application for the post of Works Supervisor II"]; or (b) submit it through internet [through Civil Service Bureau's website (<http://www.csb.gov.hk>). Applicants are recommended to apply through the internet]. Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority should submit copies of their official transcripts, diplomas/certificates and other relevant qualification documents to the department on or before 11 May 2018 by delivery or post to the address stated in this advertisement or by email (recruitment@rthk.hk) [please clearly state the internet application number, where applicable, on every page of the documents]. Applicants are encouraged to provide their email addresses on the application form. Please ensure that sufficient postage is paid if the application is sent by post. An applicant will bear any consequences arising from not paying sufficient postage. Applications that are incomplete,

or without the needed qualification documents, or late or submitted by fax/email will not be considered. [The aforesaid email account (recruitment@rthk.hk) is only for acceptance of supporting documents and not for application.] Candidates who are selected for further consideration will normally receive an invitation in about 6 to 8 weeks from the closing date for application. Those who are not invited to the trade test may assume that their applications are unsuccessful. Only shortlisted candidates will be notified.