



RADIO TELEVISION HONG KONG

Non-Civil Service Vacancy

Production Assistant (Studio Services & Outside Broadcast Section, Production Services Division)

(Salary: \$13,045 per month)

Entry Requirements: Candidates should have –

- (a) (i) an accredited Associate Degree or an accredited Higher Diploma in Communication, Film and Television, Creative Media, Digital Media, Digital Music, Sound Technology, Theatre or related subjects, from a Hong Kong tertiary institution, or equivalent; OR
 - (ii) an accredited Diploma in Communication, Film and Television, Creative Media, Digital Media, Digital Music, Sound Technology, Theatre or related subjects, from a Hong Kong tertiary institution, or equivalent; and 1 year's media, broadcasting, recording studio, auditorium or theatre experience; OR
 - (iii) Level 3 or equivalent or above in 5 subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (which may include Level 3 in Chinese Language and English Language), or equivalent; or Grade E or above in 2 subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3/Grade C or above in 3 other subjects in the Hong Kong Certificate of Education Examination (HKCEE) (which may include Level 3 in Chinese Language and English Language), or equivalent [See Note (1)]; and 2 years' media, broadcasting, recording studio, auditorium or theatre experience; OR
 - (iv) Level 2 or equivalent or above in 5 subjects including Chinese Language and English Language in HKDSEE, or equivalent; or Level 2/Grade E or above in 5 subjects including Chinese Language and English Language in HKCEE, or equivalent [See Notes (1) & (2)]; and 3 years' media, broadcasting, recording studio, auditorium or theatre experience; AND
- (b) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the HKCEE / HKDSEE, or equivalent [See Note (1)].

[Notes:

- (1) “Grade C” and “Grade E” in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to “Level 3” and “Level 2” respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.
- (2) “Attained with Distinction” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.]

Duties: (i) Liaise and coordinate with executive producers / producers / presenters / engineering staff / production crew for studio or outside production; (ii) check production equipment prior to studio production; (iii) set up and clean up audio-visual equipment for studio or outside production; (iv) set up venue for studio production; (v) administration work, such as procurement; (vi) perform any other duties request by supervisors. (Note: May be required to work outdoors and outside the office; to perform studio or outside production related labour work; to work irregular hours, over-night shifts, on weekends; and to work during typhoons, black rainstorm signal and other emergencies.)

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 10% 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.

Contact Address and Enquiry Tel. No.: Production Manager, Production Services Division, Television House, Radio Television Hong Kong, 1A Broadcast Drive, Kowloon. (Tel : 2339 7673)

Closing Date for Application: 26 October 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) 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 further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service – Appointments".

- (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 contact address.

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 website (<http://www.csb.gov.hk>) or Radio Television Hong Kong's website (http://app3.rthk.hk/recruit/index_e.php). Applications submitted in person or by post should reach the above contact address during office hours (Monday to Friday 8:45 a.m – 6 p.m., lunch break 1 p.m. – 2 p.m.). Please specify the title of the post being applied for on the envelope. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Applications submitted by fax or e-mail will not be accepted. If candidates fail to provide the supporting documents as required, their applications will not be considered. Applicants are encouraged to provide their email addresses on the application forms. Candidates who are selected for interview will normally receive an invitation (by email or by post) in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.