



## **RADIO TELEVISION HONG KONG**

### **Non-Civil Service Vacancy**

**Sub-editor (English News and Current Affairs Section, Radio & Corporate Programming Division)**

**(Salary: HK\$71,010 - \$81,510 per month, depending on experience)**

**Entry Requirements:** Candidates should have –

- (a) (i) a Hong Kong Bachelor's degree, preferably in Journalism and Communication, or equivalent; and 5 years' work experience in journalism, broadcasting or digital content creation; OR
  - (ii) an accredited Associate Degree or an accredited Higher Diploma, preferably in Journalism and Communication, from a Hong Kong tertiary institution, or equivalent; and 7 years' work experience in journalism, broadcasting or digital content creation; OR
  - (iii) an accredited Diploma, preferably in Journalism and Communication, from a Hong Kong tertiary institution, or equivalent; and 9 years' work experience in journalism, broadcasting or digital content creation; OR
  - (iv) Level 3 or equivalent [See Note (1)] or above in 5 subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (which may include 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 [See Note (2)] or above in 3 other subjects in the Hong Kong Certificate of Education Examination (HKCEE) (which may include English Language), or equivalent; and 10 years' work experience in journalism, broadcasting or digital content creation; OR
  - (v) Level 2 or equivalent [See Note (1)] or above in 5 subjects including English Language in the HKDSEE, or equivalent; or Level 2 / Grade E [See Note (2)] or above in 5 subjects including English Language in the HKCEE, or equivalent; and 11 years' work experience in journalism, broadcasting or digital content creation; AND
- (b) met the language proficiency requirements of Level 2 or above in English Language in the HKDSEE / HKCEE, or equivalent [See Note (2)].

Candidates who have –

- (i) a proven track record of sub-editing copy written by frontline journalists;
  - (ii) experience in managing a team of journalists;
  - (iii) experience in producing multimedia content for online platforms and proprietary websites, including audio, video, graphics and text;
  - (iv) a passion for telling engaging stories in a straight-forward manner without sacrificing nuances;
  - (v) an excellent command of written and spoken English;
  - (vi) a strong broadcasting voice; and
  - (vii) a sound knowledge of local and international current affairs
- will have an advantage.

Note:

- (1) “Attained with Distinction” (or “Attained with Distinction (I)” from 2018 HKDSEE onwards) in Applied Learning subjects / “Attained with Distinction” in Applied Learning (Chinese) (for non-Chinese speaking students) (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 (including Applied Learning (Chinese) (for non-Chinese speaking students)) (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.
- (2) “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.
- (3) Candidates may be required to sit for a voice test and a written test.

**Duties:** (a) to vet and edit copy from frontline journalists for radio broadcast/online and social media publication; (b) to compile and present radio news bulletins; (c) to facilitate the production of news programmes and content for various platforms; (d) to supervise and train junior staff; and (e) to organise and implement work plans and assignments.

(Note: Required to work irregular hours / over-night shifts; to work on Saturday, Sunday and public holidays; and to work during typhoons, Black Rainstorm Signal, “extreme conditions” 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 15% 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.:** Head of English News and Current Affairs Section, Radio & Corporate Programming Division, Radio Television Hong Kong, Broadcasting House, 30 Broadcast Drive, Kowloon. (Tel: 2337 4185)

**Closing Date for Applications:** 16 January 2025

**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 any further shortlisting. Applicants who have declared disabilities and are 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. 7/2023)) are obtainable from any Home Affairs Enquiry Centres 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 website ([http://app3.rthk.hk/recruit/index\\_e.php](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. For applications received by post, the postmark date on the envelope will be regarded as the date of submission of application. Applicants may also apply online through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Applications submitted by fax or email 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.