



**RADIO TELEVISION HONG KONG**  
**Non-Civil Service Vacancy**

**Senior Manager (Outside Broadcast Production) (Studio Services and Outside Broadcasting Section, Production Services Division)**  
**(Salary: HK\$79,930 per month)**

**Entry Requirements:** Candidates should have –

- (a) (i) a Bachelor's degree from a university in Hong Kong, or equivalent; and 8 years' full-time experience, including 4 years of hands-on experience at supervisory level, in technical and operation coordination of Live TV outside broadcast productions, preferably in a media organisation / public sector; OR
- (ii) an accredited Associate Degree or an accredited Higher Diploma, from a Hong Kong tertiary institution, or equivalent; and 10 years' full-time experience, including 4 years of hands-on experience at supervisory level, in technical and operation coordination of Live TV outside broadcast productions, preferably in a media organisation / public sector; OR
- (iii) an accredited Diploma from a Hong Kong tertiary institution, or equivalent; and 12 years' full-time experience, including 4 years of hands-on experience at supervisory level, in technical and operation coordination of Live TV outside broadcast productions, preferably in a media organisation / public sector; OR
- (iv) Level 3 or equivalent or above in 5 subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) (which may include 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 Chinese Language and English Language), or equivalent [See Note (1)]; and 13 years' full-time experience, including 4 years of hands-on experience at supervisory level, in technical and operation coordination of Live TV outside broadcast productions, preferably in a media organisation / public sector; OR
- (v) Level 2 or equivalent or above in 5 subjects including Chinese Language and English Language in the HKDSEE, or equivalent; or Level 2/ Grade E or above in 5 subjects including Chinese Language and English Language in the HKCEE, or equivalent [See Notes (1) & (2)]; and 14 years' full-time experience, including 4 years of hands-on experience at supervisory level, in technical and operation

coordination of Live TV outside broadcast productions, preferably in a media organisation / public sector; AND

- (b) met the language proficiency requirement of Level 2 or above in Chinese Language and English Language in the HKDSEE or HKCEE or equivalent [See Note (2)].

Candidates who possess –

- (i) experience in technical and operation arrangement for the TV production of a host broadcaster of an international / regional / national multi-sports event with at least 20 delegation parties;
- (ii) experience in working at the Olympic Broadcasting Services or International Broadcast Centre or equivalent institutes for an international / regional / national multi-sports event with at least 20 delegation parties;
- (iii) sound knowledge of professional production requirements in technical and operational aspects of various kinds of sports events;
- (iv) sound knowledge of TV outside broadcast production and signal transmission;
- (v) sound knowledge of organising virtual or hybrid events and live streaming(webcast);
- (vi) sound knowledge of professional audio / stage lighting equipment / new technologies (such as 4K production, artificial intelligence, 5G transmission, extended reality, etc.);
- (vii) sound knowledge of MS Word, Excel, Picture Manager and AutoCAD;
- (viii) strong administrative, resources management, communication, organisational and problem solving skills;
- (ix) strong networking with local and mainland TV broadcasters / international production professionals;
- (x) ability to work independently under pressure;
- (xi) ability to communicate in Putonghua

will have an advantage.

[Note: (1)“Attained with Distinction” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in HKDSEE. “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in HKDSEE. (2) “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.]

**Duties:** (i) supervising the daily technical and operation of the Outside Broadcast Team and drawing up the contingency plans; (ii) drawing up detailed technical and operation plans for mega events; (iii) coordinating with internal and external parties to meet production needs; (iv) preparing technical and

operation requirements for outsourcing services; (v) monitoring work quality of contractors; and (vi) allocating assignments and supervising the team members and managing resources. (Note: Required to work outdoors and outside office; to work irregular hours and on Sundays and Public Holidays as well as to perform overnight shift duties; 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.:** Production Manager, Production Services Division, 3/F Television House, 1A Broadcast Drive, Kowloon (Tel: 2339 7681).

**Closing Date for Application:** 30 April 2024

**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 website (<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 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.