

Recruitment Advertisement

RADIO TELEVISION HONG KONG (Civil Service Vacancies)

Programme Assistant in Studio and Outside Broadcast Services

Salary : Master Pay Scale Point 3 (HK\$10,885 per month) to Master Pay Scale Point 13 (HK\$20,160 per month)

Entry Requirements: Candidates should have

- (a) (i) an accredited diploma in a relevant or related discipline (Film and TV, Digital Media, Theatre and Entertainment Art) from a Hong Kong tertiary institution, or equivalent; or
 - (ii) a pass in 2 subjects at advanced level in the Hong Kong Advanced Level Examination and 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, and 1 year's relevant experience working as a floor manager, providing production support for TV production, outside broadcast productions; or
 - (iii) Level 2 or above in Chinese language and English language together with 3 other subjects at Grade E or above in the HKCEE, or equivalent; and 2 years' relevant experience; and
- (b) met the language proficiency requirements of Level 2 in Chinese Language and English Language in the HKCEE, or equivalent.

Notes:

- (1) Candidates without a qualification equivalent to Level 2 in Chinese Language in the HKCEE as required in (b) above, but who have met the other entry requirements, may also apply. Suitable candidates will be required to pass the Government Standard Examination to be held by the Civil Service Examinations Unit before they will be offered appointment.
- (2) For civil service appointment purpose, "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) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, assessment of BL knowledge will be included in the recruitment for all civil service jobs. Candidates who are invited to attend the recruitment interview will be assessed on their BL knowledge through a written test to be conducted immediately before or after the recruitment interview. The BL test result will be one of the considerations to assess the suitability of a candidate.
- (4) 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 successful obtaining the required academic qualifications.
- (5) Candidates will be required to pass a trade test for consideration of his / her suitability for appointment.
- (6) Candidates have to provide documentary proofs of their qualifications and relevant experience before or after the recruitment interview.
- (7) Candidates who have taken and completed a relevant subject related to Film and TV, Digital Media, Theatre and Entertainment Art from a local tertiary institution, or equivalent, are advised to indicate clearly under Section A (II) – “Education” of the G.F. 340 (Rev.1/2011).
- (8) Candidates who have acquired relevant experience in a media organisation as a floor manager, or in providing production support for TV production or outside broadcast productions including Character Generator operation (proficiency in Chinese Character Input is required), or in audio-visual operation are advised to indicate clearly under “Employment Record” of the G.F. 340 (Rev. 1/2011).

Duties: A Programme Assistant in Studio and Outside Broadcast Services is mainly performing as a floor manager / production assistant, operating equipment, handling studio booking systems, etc.

(Note: May be required to work irregular hours and shifts; and to work during typhoons, Rainstorm Black Warning and other emergencies.)

Terms of Appointment: A successful candidate will 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.: Personnel Registry (Recruitment Team), Radio Television Hong Kong, 30 Broadcast Drive, Kowloon (Tel: 2339 6316 or 2339 6311).

Closing Date for Application : 3 February 2012

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 deliver or post copies of their official transcripts and certificates to the above address.
- (j) 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.1/2011), which are obtainable from any Public Enquiry Service 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 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 Programme Assistant in Studio and Outside Broadcast Services"]; 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 deliver or send by post, on or before 17 February 2012, copies of their official transcripts, diplomas / certificates and other relevant qualification documents to the department at the address stated in this advertisement [please clearly state the internet application number, where applicable, on every page of the documents]. Applications that are incomplete, or without the needed documents, or late or submitted by fax / email will not be considered. 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 for trade test may assume that their applications are unsuccessful. Only shortlisted candidates will be notified.