

(Non-civil Service Vacancy)
CULTURE, SPORTS AND TOURISM BUREAU
CULTURAL AND CREATIVE INDUSTRIES DEVELOPMENT AGENCY

The Cultural and Creative Industries Development Agency (CCIDA) is a dedicated office set up under the Culture, Sports and Tourism Bureau (CSTB) to lead, champion and drive the development of the creative economy in Hong Kong. It proactively promotes the development of the arts, culture and creative sectors as industries under the industry-oriented principle. The office is looking for a suitable candidate to fill the position of **Manager (CreateSmart Initiative)** with salary at \$35,080 per month.

Entry Requirements:

Candidate should have/be:

- (a) a bachelor's degree from a university in Hong Kong, or equivalent;
- (b) attained Level 3 or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) or the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent results¹;
- (c) a minimum of three years of post-qualification full-time work experience in project management or management of funding schemes for public / non-profit making projects or providing executive support for committees / panels of Government / quasi-government bodies / public service sector;
- (d) good command of written Chinese and English, and fluency in Cantonese, Putonghua and English;
- (e) sound knowledge of computer software, including Microsoft Word, Excel, PowerPoint, Chinese word-processing, etc.; and
- (f) outgoing, proactive and hard working with good PR manner, well-organised and mindful to details, and able to work under pressure and tight deadlines;

¹ For non-civil service appointment purpose, 'Grade C' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Duties:

- (a) To assist in vetting/assessing/evaluating CreateSmart Initiative (CSI) applications and progress/completion reports and monitor the implementation of CSI approved projects, including preparation of project agreements, handling of applicants' requests for project variations, and conducting site visits, etc.;
- (b) To assist in preparing and coordinating CSI project-related returns and administrative returns for the CSI Secretariat;
- (c) To provide administrative and logistical support to the CSI Assessment Panel pre-meetings and meetings and assist in overseeing administrative matters relating to the CSI Vetting Committee;
- (d) To handle public enquiries and liaise with potential applicants relating to their applications of cross-sectoral and cross-genre collaboration on creative and culture programmes or co-production of television variety programmes;
- (e) To monitor the daily operation of the CCIDA Funding Administration and Information System and assist in system enhancement and maintenance;
- (f) To review the content of the CSI website to facilitate the access of information by user and assist in maintaining the filing system of CSI Secretariat and the implementation of Electronic Recordkeeping Management System in the Secretariat;
- (g) To assist in performing test checks on CSI projects by a retainer auditor; and
- (h) To perform other duties as assigned.

Note:

- Subject to the exigency of services, the appointee may be required to work irregular hours and overtime, including Saturdays, Sundays and Public Holidays.
- Shortlisted candidates will be required to attend a written test and/or an interview.

Terms of Appointment: Successful candidate will be employed on non-civil service contract terms for around 12 months.

Fringe Benefits: A gratuity may be granted at the end of contract period if the contract is satisfactorily completed with consistently high standard of performance

and conduct. Such gratuity, if granted, plus any contribution made by the Government to a Mandatory Provident Fund (MPF) Scheme in respect of the appointee as required by the MPF Schemes Ordinance (Cap. 485), will be equal to 15% of the total basic salary received during the contract period. Rest days, statutory holidays (or substituted holidays), annual leave, sick leave, etc., where appropriate, will be granted in line with the provisions in the Employment Ordinance (Cap. 57).

How to Apply: Application must be made on Application Form G.F. 340 (Rev. 7/2023) which is obtainable from any Home Affairs Enquiry Centre of District Office, 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>).

Completed form, together with: (i) copies of official certificates and transcripts of the relevant academic qualifications and results of Chinese and English languages examinations and (ii) proof of work experience, should reach the following contact address on or before the closing date for application. Please specify the title of the post being applied for on the envelope. Applications submitted by fax or email will not be accepted.

Online application can also be made through the Civil Service Bureau's website (<http://www.csb.gov.hk>). When submitting online application, candidates are required to provide copies of the supporting documents (see above) either by post to the following contact address or by e-mail to recruitment@ccidahk.gov.hk on or before the closing date for application. Your online application number should be quoted on the envelope (if submitted by post) or in the email (if submitted by email) and on every page of the copies of supporting documents.

Late applications or applications with incomplete or unclear information will not be considered. Candidates who are selected for interview will normally receive an invitation within six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.

Contact Address and Enquiry Telephone No. : Planning and Development Section, Cultural and Creative Industries Development Agency, Culture, Sports and Tourism Bureau, 37/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. For enquiry, please call 2594 7953.

Closing Date for Application: 30 April 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 requirement 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 and/or written examination without being subject to any further shortlisting criteria. 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 (<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/email to the above contact address/email address.

- (h) Towards the application deadline, our on-line system would 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.