



LEGISLATIVE COUNCIL SECRETARIAT

1. **Public Information Officer (TV Production)**
2. **Public Information Officer (Graphic Design)**
3. **Assistant Public Information Officer (Education Service)**
4. **Multimedia Production Assistant (Photography/Design)**

Under the supervision of The Legislative Council Commission, the Legislative Council Secretariat's mission is to provide efficient and professional secretariat, research and administrative support for the Legislative Council ("LegCo"), enhance community understanding of the activities of LegCo and ensure an effective avenue for redressing grievances of members of the public.

The Media and Public Relations Division ("MPRD") of the Secretariat is responsible for external liaison. In addition to coordinating media and publicity-related matters, MPRD also provides education and visitor services. In view of the development and operational experience of LegCo in recent years, additional manpower is needed to enhance the services provided to LegCo and the public. In this regard, the Secretariat is currently looking for high calibre individuals for appointment as **Public Information Officer, Assistant Public Information Officer, and Multimedia Production Assistant.**

Main duties

Public Information Officer (TV Production)

- (a) Monitoring the daily work and performance of the TV production team comprising panel directors, camera operators and technicians, including filming all the open meetings, official media briefings and events of LegCo and its committees for live broadcast through the LegCo Webcast System and providing relevant video/audio signals to news organizations for broadcast purpose;
- (b) Ensuring the Televising Guidelines endorsed by The Legislative Council Commission are fully observed by the TV production team;
- (c) Assisting in the production and filming of videos for implementing publicity programmes and undertaking the content management of the LegCo YouTube channel and the in-house video archives;
- (d) Liaising with contractors, TV news organizations and other stakeholders on matters related to the televising system and the use of TV/Radio Rooms in the LegCo Complex; and
- (e) Undertaking other duties assigned by supervisors.

Public Information Officer (Graphic Design)

- (a) Developing art designs and multimedia promotional contents for LegCo, and providing art direction and advice on promotional collaterals;
- (b) Implementing publicity programmes through various means for LegCo;
- (c) Assisting in supervising the supporting staff of the multimedia team; and
- (d) Undertaking other duties assigned by supervisors.

Assistant Public Information Officer (Education Service)

- (a) Conducting education programmes for visitors of the LegCo Complex;
- (b) Assisting in the production of education and publicity materials;
- (c) Maintaining and enhancing the “Education” section of the LegCo Website;
- (d) Assisting in the maintenance and enhancement of the education facilities of the LegCo Complex; and
- (e) Undertaking other duties assigned by supervisors.

Multimedia Production Assistant (Photography/Design)

Multimedia Production Assistant (Photography)

- Providing photography and filming services to all duty visits, official events of LegCo and the Secretariat;
- Providing technical support for multimedia production in the Division, including video production and editing, animation, visual effects, etc.

Multimedia Production Assistant (Design)

- Assisting in the execution of the design and content of promotional collaterals, including text and image design, layout and artwork, social media production etc.

Multimedia Production Assistants are also required to perform the following duties:

- (a) assisting in managing the photo/video library;
- (b) performing general clerical duties; and
- (c) undertaking other duties assigned by supervisors.

Staff in MPRD are subject to posting within the Division.

Entry requirements

Candidates for the following posts should:

Public Information Officer (TV Production)

- (a) have a recognized university degree, preferably in mass communication (TV), journalism, E&M engineering, electronic engineering, multimedia, or equivalent;
- (b) have at least six years' work experience in TV broadcasting, preferably in live programmes, studio management and panel operation. Applicants with more years of relevant experience than required, if appointed, will be considered for appointment to the post of Senior Public Information Officer (TV Production) and will be offered the minimum point of the respective salary scale;
- (c) have knowledge of video camera shooting, video recording operation and TV broadcasting equipment;
- (d) have knowledge of content management of audio-visual materials, preferably on social media platforms;
- (e) have a good command of written and spoken Chinese and English;
- (f) be team players with good communication and presentation skills, as well as the ability to work independently and under pressure; and
- (g) be able to work in a close team environment.

Public Information Officer (Graphic Design)

- (a) have a recognized university degree, preferably in graphic design, multimedia design, or equivalent;
- (b) have at least six years' work experience in design, advertising, multimedia production, and/or other relevant areas. Applicants with less years of relevant experience than required may also be considered and, if appointed, will be offered an appropriate salary point below the minimum point of the respective salary scale;
- (c) be proficient in common creative design software;
- (d) be proficient in Microsoft Windows and Mac OS;
- (e) have the ability to leverage AI technologies to enhance creative processes, improve efficiency, and generate innovative ideas;
- (f) have a good command of written and spoken Chinese and English; and
- (g) be creative, self-motivated with good communication skills, and be able to work independently, flexibly and under pressure.

Assistant Public Information Officer (Education Service)

- (a) have a recognized university degree;
- (b) preferably have three years' work experience in community education, public relations, journalism and/or corporate communication;
- (c) have an excellent command of written and spoken Chinese and English, preferably with a good command of Putonghua;

- (d) be computer-literate, preferably with good design layout skills, and knowledge of developing and maintaining online portals; and
- (e) be team players with good communication and presentation skills, and be able to work independently, flexibly and under pressure.

Multimedia Production Assistant (Photography/Design)

- (a) have obtained (i) Level 2 or above in Chinese Language and English Language, and Level 2 or equivalent^{Note 1} or above in three other subjects in the Hong Kong Diploma of Secondary Education Examination (“HKDSEE”), or equivalent; or (ii) Level 2/Grade E or above in Chinese Language and English Language (“Syllabus B” before 2007) and Grade E or above in three other subjects in the Hong Kong Certificate of Education Examination, or equivalent; preferably with a Diploma in photography, videography, graphic design or multimedia design, or a relevant discipline, or equivalent;
- (b) have at least four years’ work experience in photography, video production, graphic design or multimedia design, and/or other relevant areas;
- (c) have good knowledge of professional camera equipment operation and photo/video editing software; or have very good knowledge of common creative design software, preferably with knowledge and experience in managing social media platforms;
- (d) have good knowledge of Microsoft Windows and Mac OS;
- (e) have a good command of written and spoken Chinese and English; and
- (f) possess initiative, good communication and interpersonal skills, be self-motivated and responsible, and be able to work under pressure.

All candidates for the above posts should be willing to work beyond normal office hours or on holidays when needed.

The Secretariat may devise further criteria to shortlist applicants. Shortlisted applicants may be required to attend a written and computer skills test. Applicants for the posts of **Public Information Officer (Graphic Design)** and **Multimedia Production Assistant (Photography/Design)** may also be required to attend video or photo-taking and editing tests.

^{Note 1} “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in HKDSEE are regarded as equivalent to Level 2 in the New Senior Secondary subjects in HKDSEE.

Remuneration

<u>Post</u>	<u>Range of monthly salary</u>	<u>Monthly cash remuneration for new appointees</u>
Public Information Officer (TV Production) (“PIO”); and Public Information Officer (Graphic Design) (“PIO”)	\$62,895 to \$79,135 <u>Note 2</u> (5 annual increments)	Monthly salary at \$62,895 <u>Note 2</u> plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is \$1,190 per month).
Assistant Public Information Officer (Education Service) (“APIO”)	\$32,430 to \$60,065 <u>Note 3</u> (13 annual increments)	Monthly salary at \$32,430 <u>Note 3</u> plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is \$755 per month).
Multimedia Production Assistant (Photography/ Design) (“MPA”)	\$35,775 to \$45,640 <u>Note 4</u> (5 annual increments)	Monthly salary at \$35,775 <u>Note 4</u> plus a cash allowance at a rate applicable to the post on the date of appointment (the current rate is \$685 per month).

The successful candidates will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointees will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer’s contribution to a Mandatory Provident Fund Scheme, is equal to 15% (for PIO and APIO) or 10% (for MPA) of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Note 2 To be adjusted to \$64,780 and \$81,510 respectively subject to the approval of the Finance Committee of LegCo.

Note 3 To be adjusted to \$33,405 and \$61,865 respectively subject to the approval of the Finance Committee of LegCo.

Note 4 To be adjusted to \$36,850 and \$47,010 respectively subject to the approval of the Finance Committee of LegCo.

Application

The Secretariat only accepts online applications for the above positions. Applicants should apply online at <https://www.legco.gov.hk/en/about-legco/career-opportunities.html> on or before 29 July 2024. ^{Note 5} Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview or written and computer skills test within eight weeks from the closing date may assume their applications unsuccessful.

As an equal opportunities employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Secretariat. The posts advertised are open to all applicants meeting the basic entry requirements irrespective of their disability, gender, marital status, pregnancy, age, family status, sexual orientation and race. For more information on our policy on employment of persons with disabilities, please visit the LegCo Website (<http://www.legco.gov.hk>).

^{Note 5} Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.