

(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 two suitable candidates to fill the positions of **Manager (Design)** [Trade Facilitation] with salary at \$33,405 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 relevant post-qualification full-time work experience in project management or management of funding schemes for public / non-profit making projects in Government / quasi-government bodies / public service sector. Work experience in the cultural and/or creative industries will be an advantage;
- (d) good command of written Chinese and English, and fluency in Cantonese, Putonghua and English;
- (e) sound knowledge of application software, including Microsoft Word, Excel, PowerPoint, Chinese word-processing; and
- (f) outgoing, proactive and hard working with good PR manner, good interpersonal and communication skills, well-organised, mindful to details and compliance, 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 processing requests and answering enquiries from stakeholders and clients in the design / fashion design sector, including Hong Kong Design Centre, Hong Kong Trade Development Centre, trade and industrial organisations, companies, individuals, etc., to facilitate the formulation of initiatives which may be accommodated by the project fund and dedicated fund under the CreateSmart Initiative (CSI) funding scheme or other forms of supports to be rendered by CCIDA in support of the promotion and development of the cultural and creative industries of Hong Kong, and to maintain working relations with sectoral organisations / bodies;
- (b) To assist in vetting the plans and proposals for the activities (funded activities) under dedicated funding of CSI;
- (c) To assist in monitoring the implementation, compliance and evaluating the effectiveness of the funded activities, and compilation of reports and submissions as and when necessary;
- (d) To provide support to Principal Official of the Government and senior officials of CCIDA for attending design-related / fashion-related events, including conducting pre-event assessments, site visits, preparing briefs, and providing on-site support, etc.;
- (e) To act as the main supporter to Head (Design) and Senior Managers (Design) in coordinating the planning and organisation of major events and activities including the Hong Kong Fashion Fest;
- (f) To provide additional support in driving delegations and overseas exhibitions to explore the Mainland and overseas markets to cultivate and promote the design industry in Hong Kong;
- (g) To prepare and consolidate regular and ad hoc returns on matters related to the above duties and responsibilities, and provide other administrative support; 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 24 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 7951.

Closing Date for Application: 2 June 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.