

**(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 (Film Promotion and Facilitation)** in CCIDA with salary at \$64,780 per month.

**Entry Requirements:**

Candidate should have:

- (a) a bachelor's degree from a university in Hong Kong, or equivalent, preferably in Communication, Journalism, Public Relations, Marketing, Management Studies, Film or related disciplines;
- (b) attained Level 3 or above in both 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 results<sup>1</sup>;
- (c) a minimum of seven years' post-qualification full-time work experience in the field of public relations, public affairs, corporate communication, general administration, or marketing among which at least three years is at managerial level and at least three years' experience related to film industry. Work experience in management of funding schemes or project management in Government / quasi-government bodies / public service sector will be an advantage;
- (d) sound knowledge of application software, including English and Chinese word processing, Microsoft Excel and PowerPoint;

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<sup>1</sup> 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.

- (e) good command of written Chinese and English, and fluency in spoken Cantonese, Putonghua and English; and
- (f) good interpersonal, communication, analytical, problem-solving and organisation skills, and able to work independently and flexibly under tight time frame.

**Duties:**

- (a) To launch, administer and monitor various funding schemes and subsidised programmes in relation to film promotion, market development and audience development under Film Development Fund;
- (b) To assist in conducting market research on Hong Kong and global film markets;
- (c) To provide support for matters related to The Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA);
- (d) To liaise with stakeholders, update databases and maintain the website under the purview of Film Promotion and Facilitation Section;
- (e) To assist in strengthening the communication with funding grantees; and
- (f) To perform other duties as assigned by senior officers.

**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 Ordinance (Cap. 485), will be equal to 15% of the total basic salary received during the contract period. Candidate appointed are eligible for 14 days paid annual leave. 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 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 (<https://www.csb.gov.hk>).

Completed and signed 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 be submitted by email in PDF format to [recruitment@ccidahk.gov.hk](mailto:recruitment@ccidahk.gov.hk) on or before the closing date for application. Please specify the title of the post being applied for in the email subject. Applications submitted by post or fax will not be accepted.

Online application can also be made through the Civil Service Bureau's website (<https://www.csb.gov.hk>). When submitting online application, candidates are required to provide copies of the supporting documents (see above) by e-mail in PDF format to [recruitment@ccidahk.gov.hk](mailto:recruitment@ccidahk.gov.hk) on or before the closing date for application. Your online application number should be quoted in the email subject 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 selection interview and/or written examination 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:** 6 July 2026

**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 (<https://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.