

**Home Affairs Department**  
**Job Title: Summer Intern**

Job Title	: Summer Intern
Salary	: \$11,200 per month
Entry Requirements	<p>: Applicants must:</p> <ul style="list-style-type: none"><li>(a) be permanent residents of the Hong Kong Special Administrative Region;</li><li>(b) be full-time Year 2 or above students of undergraduate or post-graduate programmes in post-secondary institutions;</li><li>(c) have attained 'Level 3' or above in English Language and Chinese Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent;</li><li>(d) be proficient in using MS Office application; and</li><li>(e) have a good command of written Chinese and English, and be able to speak fluent Cantonese and English.</li></ul>
Duties	<p>: (a) assist in general office administration, organisation of projects/activities and other related matters;</p> <p>(b) assist in handling of public enquiries;</p> <p>(c) conduct research work and data analysis;</p> <p>(d) assist in event coordination work and logistics support / arrangements;</p> <p>(e) assist in handling applications and bookings for the use of facilities in Community Halls/Community Centres; and/or</p> <p>(f) assist in file and records management.</p> <p>(Summer Interns will be assigned to one of the District Offices or Headquarters Divisions of the Home Affairs Department)</p>
Terms of Appointment	: Summer interns are engaged under non-civil service appointment terms. The employment period is about 1 to 2 months between July and August 2023. They are normally required to work 44 hours per week.
Fringe Benefits	: Rest days, statutory holidays (or substituted holidays), general holidays, sickness days and sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance. Summer Interns are subject to the Mandatory Provident Fund Scheme Ordinance.

- : (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/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 at <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 to the contact address below.
- (h) Interview is not required. Applicants who have not received a reply from the Department by 16.8.2023 may assume that their applications are unsuccessful.

How to apply

- :(a) Hong Kong students studying in local post-secondary institutions must apply through the Student Affairs Offices/Career Centres of their respective institutions. They are advised to note the deadlines set by the respective institutions. Direct applications from local students will not be considered.
- (b) Hong Kong students studying in non-local post-secondary institutions must complete the application forms, which can be downloaded from the website of the Home Affairs Department ([https://www.had.gov.hk/file\\_manager/docs/Application\\_Form-Summer\\_intern\\_HAD.pdf](https://www.had.gov.hk/file_manager/docs/Application_Form-Summer_intern_HAD.pdf)), and send the completed application form together with copies of academic transcripts of current study and certificates of HKDSEE / HKCEE or equivalent to the address below via the applicant's institution or by the applicant by 26.5.2023 (according to postmark). Please mark "Application for Summer Intern (Home Affairs Department)" on the envelope. Applicants should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of the application. Mail items bearing insufficient postage will NOT be received by us and will be handled by the Hong Kong Post in accordance with the Post Office Ordinance. Late or incomplete applications will not be considered. Any cost incurred in the submission of application shall be borne by the applicant.

Enquiry Address : Tuen Mun District Office, 2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun

Enquiry Telephone : 2451 3060

Closing Date : 4.6.2023