

Post-secondary Student Summer Internship Programme 2023
2023 專上學生暑期實習計畫

The Government of the Hong Kong Special Administrative Region –
Environment and Ecology Bureau (Environment Branch)
香港特別行政區政府環境及生態局（環境科）

Job Code 工作 編號	Job Nature/Proposed Project 參與項目 / 工作性質	Location of Work 工作地點	Preferred Discipline/Subject 修讀學科	Required Experience, Knowledge & Skills 所需經驗、知識及技能
Nature Conservation Division (自然保育科)				
PSSIP/ CCO 1	<p>To assist in monitoring the progress of the projects supported under the Countryside Conservation Funding Scheme, including conduct internet research, literature review, documentation analysis and join outdoor site visits when necessary</p> <p>協助監察鄉郊保育資助計劃的資助項目進度，包括在互聯網上搜尋資料，閱覽文獻及分析，以及按需要參與實地戶外視察活動</p>	<p>22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯽魚涌海灣街 1 號華懋交易 廣場 22 樓</p>	<p>Disciplines related to Architectural, Environmental / Ecology or Cultural Conservation</p> <p>建築、環境／生 態或文化保育相關 學科</p>	<p>Post-secondary student studying Year 2 or above in related disciplines</p> <p>Proficient in GIS software, Microsoft Word, PowerPoint and Excel</p> <p>Experience in using Power BI preferable.</p> <p>相關學科就讀 2 年級或以上的專 上學院學生</p> <p>熟練使用地理資訊系統軟件 (GIS)、微軟處理軟件 Microsoft Word、PowerPoint 及 Excel</p> <p>具使用 Power BI 經驗者優先</p>
PSSIP/ CCO 2	<p>To assist in researching and exploring the implementation of minor improvement works for countryside conservation and revitalisation</p> <p>協助研究及探討與鄉郊保育及復 育相關的小型改善工程</p>	<p>22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯽魚涌海灣街 1 號華懋交易 廣場 22 樓</p>	<p>Disciplines related to Civil Engineering or Environmental science</p> <p>土木工程、環境 科學或相關學科</p>	<p>Post-secondary student studying Year 2 or above in related disciplines</p> <p>Proficient in written English and Chinese</p> <p>Proficient in Microsoft Word, PowerPoint and Excel</p> <p>相關學科就讀 2 年級或以上的專 上學院學生</p> <p>熟練掌握以中英文進行書面表達</p> <p>熟練使用微軟處理軟件 Microsoft Word、PowerPoint 及 Excel</p>

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PSSIP/ CCO 3	<p>To assist in the research of architectural design in the countryside in Hong Kong, and provide design of visual aid related to the countryside conservation</p> <p>協助鄉郊建築設計研究，以及提供與鄉郊保育工作相關的視覺設計</p>	<p>22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鰂魚涌海灣街1號華懋交易廣場 22 樓</p>	<p>Disciplines related to Architecture or Landscape Architecture</p> <p>建築、園境建築或相關學科</p>	<p>Post-secondary student studying Year 2 or above in related disciplines</p> <p>Basic knowledge on Architectural / Landscape Architecture Design</p> <p>Have some experience in using Sketchup, Microsoft Powerpoint, Indesign, Illustrator, Premium Pro, Photoshop or the like</p> <p>相關學科就讀 2 年級或以上的專上學院學生</p> <p>具備基本建築 / 園境建築知識</p> <p>具備使用 Sketchup、微軟處理軟件 Powerpoint、Indesign、Illustrator、Premium Pro、Photoshop 或同類軟件的經驗</p>
Community Relations Unit (社區關係組)				
PSSIP/ CRU	<p>To assist in drafting post content and designing visuals for social media pages of Environmental Campaign Committee / ECFriends</p> <p>To produce multi-media content including short video and/or motion graphics for promotional use at online platforms or social media</p> <p>To organise an outreach activity / a promotional campaign to promote green messages to the general public</p> <p>To draft promotional content for environmental projects and campaigns</p> <p>To perform other duties as assigned by supervisor</p> <p>協助環境運動委員會 / 環保友的社交媒體專頁撰寫內容及設計圖像</p> <p>製作多媒體內容，包括短片或動畫，作網上或社交媒體宣傳用途</p> <p>籌辦一項推廣活動，向公眾宣傳環保訊息</p> <p>為環保項目及運動草擬宣傳內容</p> <p>其他由上司委派的職責</p>	<p>Environmental Campaign Committee Secretariat, 5/F, Southorn Centre, 130 Hennessy Road, Wan Chai</p> <p>灣仔軒尼詩道130號修頓中心5樓 環境運動委員會秘書處</p>	<p>Multi-media communications, Public relations & advertising, Creative media communications or Journalism</p> <p>多媒體傳播學；公關及廣告、創意媒體傳播學系或新聞系</p>	<p>Knowledge and skills in multi-media and social media content production; organising promotional events; video shooting and editing; and producing motion graphics. Relevant experience preferable</p> <p>具多媒體及社交媒體內容創作、籌備推廣活動、影片拍攝及剪接，以及動畫製作的知識和技能。具相關經驗更佳</p>