

For: Government Vacancies Enquiry System

Job Number:	46919
Department:	Home and Youth Affairs Bureau
Division/Section/Unit:	Youth Affairs Division (2)
Job Title:	Summer Intern
Salary:	\$11,200 per month
Entry Requirements:	<p>Applicants should –</p> <ul style="list-style-type: none"> (a) be permanent residents of the Hong Kong Special Administrative Region; (b) be students pursuing a full-time Bachelor degree entering Year 3 or above in the school year of 2023/24 offered by post-secondary institutions locally or overseas. Priority may be given to candidates majoring in business administration or public administration; and (c) be proficient in the application of Microsoft Office.
Note:	<ul style="list-style-type: none"> (a) Only holders of non-local academic qualifications are required to submit copies of official transcripts and certificates for assessments on equivalence with the required entry qualifications. (b) Candidates who are selected for interview will normally receive an invitation in about two to four weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.
Duties:	<p>Successful candidate will be deployed to one of the teams to provide assistance in various youth development-related schemes in the following duties –</p> <ul style="list-style-type: none"> (a) assist in monitoring the daily operation and performance of service contractors of Youth Square; (b) assist in organising promotional activities and events; (c) assist in research and survey; and process, consolidate and analyse related data; (d) drafting speeches and replies; (e) provide administrative support to the day-to-day management of the office; and/or (f) perform any other duties as assigned by supervisors.
Terms of Appointment:	Successful candidates will be appointed on non-civil service contract terms. The employment period will last for about one to two months between June and August 2023 (depending on office exigencies and

	individual participants' availability, the actual employment period of different cases may vary). Candidates are normally required to work 44 hours per week (inclusive of meal breaks) from Monday to Friday.
General Notes:	<p>(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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 selection interview.</p> <p>(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.</p> <p>(g) If candidates fail to provide all the information requested in the job advertisement, their applications will not be considered.</p> <p>(h) As invitations or notifications will be sent to candidates by email, candidates should provide an accurate email address in their application. Candidates are responsible for checking their emails to ensure that invitations or notifications will be duly received.</p>
How to apply:	<p>(a) Application from Students Studying in Local Post-secondary Institutions</p> <p>Hong Kong students studying in local post-secondary institutions should apply through the Student Affairs Offices/Career Centres of their respective institutions. They are advised to note the deadlines set</p>

	<p>by the respective institutions. Direct applications from local students will not be considered.</p> <p>(b) Application from Students Studying in Non-local Post-secondary Institutions</p> <p>Students studying in non-local post-secondary institutions should download application forms from the Civil Service Bureau's web site (http://www.csb.gov.hk/english/admin/appoint/782.html). The completed application form, together with the applicant's resume, copies of official transcripts and a letter certifying the student status (bearing the letter head of the post-secondary institutions they are currently enrolled on) should reach the enquiry address below by post/by email on or before 31 May 2023. Applications not made in the prescribed application forms for the summer internship programme (rev.1/2020), or submitted by fax will not be accepted.</p> <p>Please mark "Application for the Summer Intern (Youth Affairs Division (2))" on the envelope. (The postmark date on the envelope will be regarded as the date of application.) Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post. Applications which are late, incomplete or without the relevant supporting documents will not be considered.</p>
Enquiry Address:	Youth Affairs Division (2), Home and Youth Affairs Bureau, 11/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong
Email Address:	ya2@hyab.gov.hk
Enquiry Telephone:	3509 7621
Closing Date(dd/mm/yyyy):	28/05/2023
Application via Internet:	Not Applicable
Advertising Date	17/05/2023