

IMMIGRATION DEPARTMENT

Post-Secondary Student Summer Internship Programme

(Monthly Allowance: \$11,200)

Entry Requirements:

Candidates should: (a) be students currently enrolled in full-time courses of post-secondary institutions in or outside Hong Kong (except final-year students); (b) have good command of written and spoken English and Chinese; and (c) have good computer knowledge including MS Word, PowerPoint, Excel, etc.

Duties:

Selected appointees will be responsible for: (a) producing publicity materials, including drafting posts on social media platforms, creating promotional videos and designing promotional items, (b) liaising with different stakeholders to assist in project implementation, (c) assisting in administrative tasks, including handling enquiries, and (d) providing logistic support to departmental events.

Terms of Appointment:

Successful candidates will be appointed as Summer Interns in this Department.

Fringe Benefits:

Rest days, statutory holidays (or substituted holidays), paid leave, sickness days and sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance (Cap. 57).

How to Apply:

Application forms for Post-Secondary Student Summer Internship Programme can be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>) or the Immigration Department's website (<http://www.immd.gov.hk>). Completed application form should be accompanied with a **one-page resume**.

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 by the respective institutions.

Students studying in non-local post-secondary institutions should submit their applications to the Department directly and attach photocopies of their diplomas / certificates, transcripts of studies and official documents by post to the address specified below on or before the closing date. The postmark date on the envelope will be regarded as the date of submission of application. Please ensure that sufficient postage is paid and return address is indicated. An applicant will bear any consequences arising from not paying sufficient postage. Please quote the post and mark "Application – Restricted" on the cover of the envelope.

Those late applications or incomplete applications or applications without the resume or relevant supporting documents will not be considered. Applicants who are not invited for interview within 10 weeks from the closing date may presume their applications unsuccessful.

Closing Date for Application:
12 May 2023 (12:00p.m.)

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 vacancies advertised are open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Summer Interns 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 allowance payable, 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 interview and/or test.
- (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 further shortlisting. 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 mailing address as indicated.