

懲教署

專上學生暑期實習計劃

(每月津貼：港幣 10,500 元)

暑期實習生

入職條件：

申請人須 (a) 為正在修讀本地或海外專上學院全日制課程的香港特別行政區永久性居民；(b) 具備良好英文及中文書寫及說話能力；及 (c) 具備良好的電腦應用知識，包括 MS Word、PowerPoint、Excel 等。

職責：

暑期實習生會於下列一項或多項範疇中提供協助：(a) 就本署不同範疇包括但不限於心理、更生事務、教育、人力資源及體育等進行研究；(b) 檢討本署的服務及研究優化措施；以及 (c) 與不同非政府機構或慈善團體合作提供更生服務等。

聘用條款：

暑期實習生是以非公務員合約條款受聘，實習期為 2022 年 7 月至 8 月。

附帶福利：

受聘人可根據《僱傭條例》(第 57 章)的規定，在適當情況下享有休息日、法定假日（或代替假日）、有薪假、病假及疾病津貼。

附註：

- (a) 除另有指明外，申請人於獲聘時必須已成為香港特別行政區永久性居民。
- (b) 作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請本欄內的職位。
- (c) 暑期實習生並不是公務員編制內的職位。應徵者如獲聘用，將不會按公務員聘用條款和服務條件聘用。獲聘的應徵者並非公務員，並不會享有獲調派、晉升或轉職至公務員職位的資格。
- (d) 津貼、聘用條款及服務條件，應以獲聘時之規定為準。
- (e) 政府的政策，是盡可能安排殘疾人士擔任適合的職位。殘疾人士申請職位，如其符合入職條件，毋須再經篩選，便會獲邀參加小組面試。在適合受聘而有申報為殘疾的申請人和適合受聘程度相若的其他申請人當中，招聘當局可給予前者適度的優先錄用機會。有關政府聘用殘疾人士的政策及其他相關措施載列於《用人唯才：殘疾人士申請政府職位》的資料冊內。申請人可於公務員事務局互聯網站參閱該資料冊，網址如下：<http://www.csb.gov.hk> 內的“公務員隊伍的管理-聘任”。

- (f) 持有本港以外學府/非香港考試及評核局頒授的學歷人士亦可申請，惟其學歷必須經過評審以確定是否與職位所要求的本地學歷水平相若。有關申請人須郵寄修業成績副本及證書副本到上列郵寄地址。

申請手續：

- (a) 申請人須填妥申請書，並夾附一篇不少於 300 字的英文短文，具體說明申請暑期實習計劃的原因及完成後的預期成果。
- (b) 就讀於本地專上院校的學生須經所屬院校的學生事務處／就業輔導中心遞交申請。請留意所屬院校訂出的截止報名日期。本地學生如直接向本署遞交申請，其申請將不獲考慮。
- (c) 在海外專上院校就讀的學生，可在懲教署網頁(https://www.csd.gov.hk/tc_chi/recruit/recruit_vacancy/other_car_vac.html)下載指定申請書。請將填妥的申請書連同相關文憑／證書、成績單及其他證明文件的副本於截止申請日期當日或之前(以郵戳為準)郵寄至下列地址，並在信封面清楚註明「申請 2022 專上學生暑期實習計劃(懲教署)」。請在投寄前確保郵件已貼上足夠郵資，以免申請書不獲派遞。所有郵資不足的郵件將不會派遞到下列地址，並會由香港郵政按情況退還寄件人或銷毀。申請人須自行承擔因未有支付足夠郵資而引致的任何後果。
- (d) 於截止日期後送達或未填妥的申請書，以及沒有夾附短文或所需文件的申請書將不獲處理。申請人如獲邀參加小組面試，通常會在截止申請日期後五個星期內接到電郵通知。如申請人未獲邀，則可視作經已落選。

CORRECTIONAL SERVICES DEPARTMENT

Post-Secondary Student Summer Internship Programme (Monthly Allowance: \$10,500)

Summer Intern

Entry Requirements:

Applicants should (a) be permanent residents of the Hong Kong Special Administrative Region pursuing full-time studies in post-secondary institutions in or outside Hong Kong; (b) have good command of written and spoken English and Chinese; and (c) have good knowledge in computer applications, including MS Word, PowerPoint, Excel, etc.

Duties:

Summer interns will be responsible for assisting in one or some of the following areas: (a) conducting researches of various areas including but not limited to psychology, rehabilitation, education, human resources and physical education provided by the Department; (b) reviewing various prison services and exploring feasibility for services enhancement; and (c) cooperating with non-government organizations or charitable organizations for the provision of rehabilitation services, etc.

Terms of Appointment:

Summer interns will be appointed on non-civil service contract terms from July to August 2022.

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).

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 services. 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) 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 group interview 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".

- (f) 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.

How to Apply:

- (a) Applicants are required to submit a completed application form together with a short essay of not less than 300 words in English specifying the reasons of applying for the internship programme and expected achievements upon participation of the programme.
- (b) 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. Direct applications from local students will not be considered.
- (c) Hong Kong students studying in non-local post-secondary institutions should complete the application forms, which can be downloaded from the CSD's website (https://www.csd.gov.hk/english/recruit/recruit_vacancy/other_car_vac.html), and submit the completed application form together with photocopies of the diplomas/certificates, transcripts of studies and official documents to the address specified below by post on or before the closing date of application (according to postmark). Please specify "Application for Summer Intern 2022 (Correctional Services Department)" on the envelope. Applicants should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Mail items bearing insufficient postage will NOT be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.
- (d) Late / incomplete applications or applications without the short essay / relevant supporting documents will not be considered. Candidates who are selected for the group interview will normally receive an email invitation within five weeks from the closing date for application. Those who are not invited may assume that their applications are unsuccessful.

惩教署

专上学生暑期实习计划

（每月津贴：港币 10,500 元）

暑期实习生

入职条件：

申请人须（a）为正在修读本地或海外专上学院全日制课程的香港特别行政区永久性居民；（b）具备良好英文及中文书写及说话能力；及（c）具备良好的电脑应用知识，包括 MS Word、PowerPoint、Excel 等。

职责：

暑期实习生会于下列一项或多项范畴中提供协助：（a）就本署不同范畴包括但不限于心理、更生事务、教育、人力资源及体育等进行研究；（b）检讨本署的服务及研究优化措施；以及（c）与不同非政府机构或慈善团体合作提供更生服务等。

聘用条款：

暑期实习生是以非公务员合约条款受聘，实习期为 2022 年 7 月至 8 月。

附带福利：

受聘人可根据《雇佣条例》(第 57 章)的规定，在适当情况下享有休息日、法定假日（或代替假日）、有薪假、病假及疾病津贴。

附注：

- (a) 除另有指明外，申请人于获聘时必须已成为香港特别行政区永久性居民。
- (b) 作为提供平等就业机会的雇主，政府致力消除在就业方面的歧视。所有符合基本入职条件的人士，不论其残疾、性别、婚姻状况、怀孕、年龄、家庭岗位、性倾向和种族，均可申请本栏内的职位。
- (c) 暑期实习生并不是公务员编制内的职位。应征者如获聘用，将不会按公务员聘用条款和服务条件聘用。获聘的应征者并非公务员，并不会享有获调派、晋升或转职至公务员职位的资格。
- (d) 津贴、聘用条款及服务条件，应以获聘时之规定为准。
- (e) 政府的政策，是尽可能安排残疾人士担任适合的职位。残疾人士申请职位，如其符合入职条件，毋须再经筛选，便会获邀参加小组面试。在适合受聘而有申报为残疾的申请人和适合受聘程度相若的其他申请人当中，招聘当局可给予前者适度的优先录用机会。有关政府聘用残疾人士的政策及其他相关措施载列于《用人唯才：残疾人士申请政府职位》的资料册内。申请人可于公务员事务局互联网站参阅该资料册，网址如下：
<http://www.csb.gov.hk> 内的“公务员队伍的管理-聘任”。

- (f) 持有本港以外学府/非香港考试及评核局颁授的学历人士亦可申请，惟其学历必须经过评审以确定是否与职位所要求的本地学历水平相若。有关申请人须邮寄修业成绩副本及证书副本到上列邮件地址。

申请手续：

- (a) 申请人须填妥申请书，并夹附一篇不少于 300 字的英文短文，具体说明申请暑期实习计划的原因及完成后的预期成果。
- (b) 就读于本地专上院校的学生须经所属院校的学生事务处 / 就业辅导中心递交申请。请留意所属院校订出的截止报名日期。本地学生如直接向本署递交申请，其申请将不获考虑。
- (c) 在海外专上院校就读的学生，可在惩教署网页(https://www.csd.gov.hk/sc_chi/recruit/recruit_vacancy/other_car_vac.html)下载指定申请书。请将填妥的申请书连同相关文凭 / 证书、成绩单及其他证明文件的副本于截止申请日期当日或之前(以邮戳为准)邮寄至下列地址，并在信封面清楚注明「申请 2022 专上学生暑期实习计划(惩教署)」。请在投寄前确保邮件已贴上足够邮资，以免申请书不获派递。所有邮资不足的邮件将不会派递到下列地址，并会由香港邮政按情况退还寄件人或销毁。申请人须自行承担因未有支付足够邮资而引致的任何后果。
- (d) 于截止日期后送达或未填妥的申请书，以及没有夹附短文或所需文件的申请书将不获处理。申请人如获邀参加小组面试，通常会在截止申请日期后五个星期内接到电邮通知。如申请人未获邀，则可视作经已落选。