

## Post-Secondary Student Summer Internship Programme 2019

**Salary: HK\$10,500 per month**

**Vacancies of summer intern are now available in the Department of Health. For details, please refer to the Appendix.**

### **General Requirements:**

Candidates must be permanent residents of Hong Kong Special Administrative Region currently enrolled in full-time courses of local or overseas post-secondary institutions.

**Period of Internship:** Around 8 weeks, starting from June / July 2019.

### **Terms & Conditions of Appointment:**

Interns are normally required to work 44 hours per week, inclusive of meal breaks. Except otherwise provided in the appointment letter, rest days, statutory holidays (or substituted holidays), maternity / paternity leave, where appropriate, will be granted mainly in line with the provisions of the Employment Ordinance.

### **How to Apply:**

- (a) **(Applicable For Job Vacancy Nos. 1 - 16 only)** All candidates should send **by post** the completed “Application Form for Post-Secondary Student Summer Internship Programme in the Government of the Hong Kong Special Administrative Region” which can be downloaded from the website of the Civil Service Bureau (<http://www.csb.gov.hk/english/admin/appoint/782.html>), together with copies of relevant certificates and academic transcripts to the enquiry address indicated below on or before the specified closing date for application (the postmark date on the envelope will be regarded as the date of submission of application). Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post. Please do not send originals of academic transcripts or graduation certificates.
- (b) **(Applicable For Job Vacancy No. 17 only)** 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 send **by post** the completed “Application Form for Post-Secondary Student Summer Internship Programme in the Government of the Hong Kong Special Administrative Region” which can be downloaded from the website of the Civil Service Bureau (<http://www.csb.gov.hk/english/admin/appoint/782.html>), together with copies of relevant certificates and academic transcripts to the enquiry address indicated below on or before the specified closing date for application (the postmark date on the envelope will be regarded as the date of submission of application). Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post. Please do not send originals of academic transcripts or graduation certificates.
- (c) **The post title should be clearly marked** in the application form and on the envelope.
- (d) Applicants applying for different posts should submit separate applications.

- (e) Applicants are required to clearly state the contact details, including local address, local contact telephone number and e-mail address.
- (f) Applications not made in the prescribed form, submitted by fax or email, or which are incomplete, late or not duly signed by the candidates will not be considered.
- (g) Applicants who are selected for written examination / interview will normally receive an invitation (by post and / or email) about 4-6 weeks from the closing date for application. Those who are not invited for written examination / interview may assume that their applications are unsuccessful.

**Contact Address and Enquiry Telephone Number:**

Appointments Unit, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. Telephone number: 2961 8452.

**Closing Date for Application:** 28 March 2019

## General Notes:

- (a) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all candidates meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) The period of notification of recruitment examination and / or interview may be longer when a large number of applications are received or when there are other complications requiring a longer processing time for the applications.
- (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 enquiry address indicated.
- (h) Non-civil service vacancies information contained in this column is also available on the “GovHK” on the Internet at <http://www.gov.hk>.

### (1) Summer Intern (Boards and Councils Office)

#### **Entry Requirements:**

- Post-secondary students majoring in Public Administration / Business Administration / Management / English Language / Chinese Language / Translation / Information Technology;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access and Visual FoxPro, etc.);
- Be familiar with Chinese and English word processing;
- Be familiar with database administration;
- Have good command of Chinese and English; and
- Preferably have working experience in office setting.

#### **Duties:**

- To provide administrative support to various Secretariats and the Central Registration Office;
- To assist in production of Newsletter and Annual Report;
- To provide administrative support in handling complaints and disciplinary procedures against medical practitioners, including vetting the complaints, drafting simple correspondences, managing files and records, updating the computer registry and the related statistics, etc.;
- To assist in the registration processes for various healthcare professionals;
- To assist in compilation of statistical reports;
- To assist in updating the database of licensing examinations;
- To assist in research into licensing examinations for healthcare professionals; and
- To assist in updating the database of the Human Reproductive Technology Activities Information System.

## **(2) Summer Intern (Child Assessment Service)**

### **Entry Requirements:**

- Post-secondary students majoring in Social Science / Business Administration / Information Technology;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.);
- Be familiar with Chinese and English word processing skills;
- Preferably be proficient in professional Adobe Acrobat, video / photo editing software, Photoshop, Flash and / or HTML;
- Preferably have previous experience in photography and video / photo editing, Multi-media production; and
- Have good command of Chinese and English.

### **Duties:**

- To assist in the implementation of the public education projects, data management, records management and library management at Child Assessment Service Headquarters and Child Assessment Centres.

## **(3) Summer Intern (Chinese Medicine Division)**

### **Entry Requirements:**

- Post-secondary students majoring in Chinese Medicines / Biology / Plant Science;
- Preferably have completed the second year of study;
- Be familiar with plant taxonomy related knowledge;
- Be familiar with photography;
- Have good command of Chinese and English; and
- Preferably have relevant full-time work experience in Chinese medicines.

### **Duties:**

- To assist in digitalizing specimens of plant and Chinese medicines; and
- To assist in curating the Chinese medicines herbarium.

#### **(4) Summer Intern (Clinical Genetic Service – Post I)**

##### **Entry Requirements:**

- Post-secondary students majoring in Medical Studies;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, Visual FoxPro, etc.); and
- Have good command of Chinese and English language.

##### **Duties:**

- To assist doctors in Genetic Counselling Clinic;
- To assist doctors in patient and service evaluation; and
- To assist doctors in genetic health promotion programmes.

#### **(5) Summer Intern (Clinical Genetic Service – Post III)**

##### **Entry Requirements:**

- Post-secondary students majoring in Biochemistry / Biomedical Science / Public Health / Nursing;
- Preferably have completed the second year of study;
- Have good communication skills;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel and PowerPoint);
- Be familiar with database management software (e.g. SPSS, Excel, etc.);
- Have good command of Chinese and English language; and
- Preferably have knowledge in literature review and writing health information leaflets.

##### **Duties:**

- To conduct opinion survey for evaluation of service provision;
- To assist in literature research, writing up reports / health information leaflets and scripts of health education programme;
- To proofread and update health education information;
- To participate in data and records management related work;
- To assist in administrative work; and
- To assist in other ongoing health programmes and duties assigned by supervisor(s).

## **(6) Summer Intern (Clinical Genetic Service – Post IV)**

### **Entry Requirements:**

- Post-secondary students majoring in Molecular Genetics / Biochemistry / Biochemical Technology / Medical Laboratory Science;
- Preferably have completed the study of second year;
- Have good knowledge in molecular test methods and techniques;
- Be proficient in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access and Visual FoxPro, etc.);
- Preferably have attended courses related to laboratory methods; and
- Have good command of Chinese and English.

### **Duties:**

- To take part in laboratory tests and research experiments under supervision;
- To collect, confirm and analyse data in the new research and development in laboratory; and
- To collect research data and information from various bioinformatics database and source.

## **(7) Summer Intern (Communicable Disease Division)**

### **Entry Requirements:**

- Post-secondary students majoring in Public Health / Medicine / Medical Studies / Nursing / Pharmacy / Computer Science / Biomedical Engineering / Medical Engineering;
- Have basic knowledge in computer operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, Visual FoxPro, etc.);
- Be familiar with Chinese and English word processing;
- Have good command of Chinese and English;
- Preferably possess knowledge of database or statistical softwares (e.g. MS Access, SAS, R and Stata); and
- Preferably have work experience in data entry and database management.

### **Duties:**

- To input data to computerized information system;
- To assist in database management and validation;
- To assist in analysis of research data;
- To participate in records management related work; and
- To provide administrative support to the subject officer of the research project.

## **(8) Summer Intern (Drug Office)**

### **Entry Requirements:**

- Post-secondary students majoring in Pharmacy;
- Have good Chinese and English writing skills;
- Preferably have full-time / part-time work experience; and

#### Pharmacovigilance and Risk Management Division

- Preferably have knowledge in clinical pharmacy, drug information service or experience in literature review.

#### Drug Registration and Import / Export Control Division

- Preferably have knowledge in clinical pharmacy, drug information service or experience in literature review.

#### Clinic Service and Business Division

- Preferably have knowledge in quality assurance of pharmaceutical products.

### **Duties:**

#### Pharmacovigilance and Risk Management Division

- To assist in processing and reviewing the Adverse Drug Reaction reports;
- To assist in the promotion of drug safety, including preparation of health announcements to the public, etc.; and
- To assist in processing of data related to surveillance programme.

#### Drug Registration and Import / Export Control Division

- To assist in evaluating and processing applications for (a) registration and renewal of pharmaceutical products and (b) change of particulars of registered pharmaceutical products;
- To assist in handling of (a) applications related to import / export licenses for pharmaceutical products, (b) preparation work for implementation of electronic platform for import and export licences, (c) applications for clinical trials and (d) analysis and handling of computerized data related to clinical trials applications; and
- To assist in maintenance and enrichment of the database of (a) registered pharmaceutical products and (b) pharmaceutical product classification.

#### Clinic Service and Business Division

- To assist in checking Chinese and English instructions on drug label;
- To assist in checking of data in the Pharmaceuticals Inventory and Dispensary System (PIDS) and Clinical Information and Management System (CIMS) system;
- To assist the pharmacist in the post-delivery surveillance testing program; and
- To assist the pharmacist in updating drug information leaflets which are to be distributed to public.



## **(9) Summer Intern (Elderly Health Service – Post I)**

### **Entry Requirements:**

- Post-secondary students majoring in Public Health / Medicine / Medical Studies / Nursing / Food and Nutritional Sciences / Statistics;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word and Excel);
- Preferably have knowledge and experience in qualitative research;
- Have good command of Chinese and English;
- Speak Fluent Cantonese;
- Preferably have working experience related to conducting questionnaire research, data analysis and coordinating health promotion projects;
- Have good communication skills; and
- Have patience to communicate with the elderly.

### **Duties:**

- To telephone research subjects and arrange interview schedule;
- To coordinate and assist in implementing health promotion project;
- To conduct questionnaire research; and
- To conduct data input and analysis.

## **(10) Summer Intern (Elderly Health Service – Post II)**

### **Entry Requirements:**

- Post-secondary students majoring in Multi-media / Film / Media Arts related subjects;
- Preferably have completed the second year of study;
- Be proficient in Adobe Acrobat Pro, Adobe Photoshop, Adobe Illustrator, and video editing software;
- Preferably have previous experience in photography and video editing, digital video and sound production, digital animation, etc.;
- Have good knowledge of computer operation and IT applications (e.g. MS Word, PowerPoint, etc.);
- Be familiar with Chinese and English word processing; and
- Have good command of Chinese and English.

### **Duties:**

- To take and edit photos and videos, design and produce pamphlets, booklets and PowerPoint for health education purpose; and
- To design and produce items / materials for public health promotion activities.

## **(11) Summer Intern (Family Health Service)**

### **Entry Requirements:**

- Post-secondary students majoring in Computer Science / Information Technology / Information Systems / Multimedia Design;
- Preferably have completed the second year of study;
- Be proficient in HTML, CSS, JavaScript, JQuery and Adobe Photoshop; and
- Have good command of Chinese and English writing.

### **Duties:**

- To migrate website contents to new website template;
- To verify website contents; and
- To process images on the website.

## **(12) Summer Intern (Infection Control Branch – Post I)**

### **Entry Requirements:**

- Post-secondary students majoring in English / Translations;
- Preferably have completed the second year of study;
- Be proficient in MS Word and Excel;
- Have good communication skills; and
- Have good command of Chinese and English.

### **Duties:**

- To assist in organizing training courses for healthcare workers;
- To compile / translate training evaluation summaries / reports; and
- To provide administrative support to the office, e.g. verification and processing of unserviceable office equipment for disposal, stock-taking and updating inventory and library records and labelling of office furniture and equipment and library items under the inventory.

### **(13) Summer Intern (Infection Control Branch – Post II)**

#### **Entry Requirements:**

- Post-secondary students majoring in Medicine / Nursing / Public Health;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.);
- Be familiar with Chinese and English word processing;
- Preferably have knowledge in literature research;
- Preferably be familiar with database management software (e.g. MS Access, Excel, SQL, etc.);
- Preferably have attended computer or IT course;
- Have good command of Chinese and English;
- Preferably have relevant work experience in the fields of Medicine, Nursing or Public health; and
- Have good presentation and communication skills.

#### **Duties:**

- To assist in community-based infection prevention programmes in elderly homes and schools;
- To assist in quality improvement programme for prevention of healthcare-associated infections;
- To assist in updating the content of infection control training resources web portal and / or mobile application;
- To assist in educational and surveillance programmes for multi-drug resistant micro-organisms;
- To conduct literature search, data entry and / or analysis; and
- To assist in other ongoing infection control programmes and duties assigned by supervisor(s).

### **(14) Summer Intern (Infection Control Branch – Post III)**

#### **Entry Requirements:**

- Post-secondary students majoring in Computer Science / Electronics Engineering / Information Technology / Information Systems;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word and Excel);
- Preferably have knowledge and / or experience in website design and development;
- Preferably be proficient with Adobe Acrobat Pro; and
- Have good command of Chinese and English.

#### **Duties:**

- To assist in reviewing / updating infection control guidelines; and
- To assist in providing IT support for the end users.

### **(15) Summer Intern (Medical Device Control Office)**

#### **Entry Requirements:**

- Post-secondary students majoring in Biomedical Engineering / Medical Science / Biotechnology / Chemistry / Biochemistry / Biomedical Science / Molecular Biotechnology / Medical Laboratory Science;
- Preferably have completed the second year of study;
- Have good knowledge in computer operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, Visual FoxPro, Chinese typing, etc.);
- Be familiar with Chinese and English word processing;
- Be familiar with database management software (e.g. MS Access, Excel, SQL, etc.);
- Preferably have knowledge in literature review; and
- Have good command of Chinese and English.

#### **Duties:**

- To conduct literature research and compare overseas practices on particular subjects related to regulation of medical devices;
- To compile reports on literature research and comparison of overseas medical device standards and guidelines; and
- To provide support for the implementation of the Medical Device Administrative Control System.

### **(16) Summer Intern (Tuberculosis and Chest Service)**

#### **Entry Requirements:**

- Post-secondary students majoring in Nursing / Public Health;
- Have basic knowledge of nursing or health;
- Have basic knowledge in computer operation and information technology applications;
- Preferably have knowledge of public health;
- Have good command of Chinese and English; and
- Preferably have working experience relevant to nursing or public health.

#### **Duties:**

- To work at different chest clinics;
- To assist in carrying out staff assessments related to infection prevention and control practices (e.g. respirator fit testing, hand hygiene, etc.);
- To assist in designing and producing health education materials (e.g. posters and leaflets, exhibition boards, promotion corner, etc.); and
- To assist in resource management work.

**(17) Summer Intern (Clinical Genetic Service – Post II / Non-Communicable Disease Division / Public Health Nursing Division)**

**Entry Requirements:**

- Post-secondary students majoring in Multi-media / Film / Media Arts / Design (Note: should have enrolled / been enrolling in Graphic Design and / or Visual Arts) related subjects;
- Preferably have completed the second year of study;
- Have good knowledge of computer operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.);
- Be familiar with Chinese and English word processing;
- Have good command of Chinese and English;
- Be proficient in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, CorelDraw, PageMaker, Premiere Pro and / or Flash, HTML, etc.; and
- Preferably have previous experience in photography and video editing, digital video and sound production, digital animation, infographics, publication, and / or website management, etc.

**Duties:**

- To proofread and update health education materials;
- To design and produce health education / public health-related publications / teaching materials / promotion activities materials;
- To assist in organising public health promotion activities;
- To proofread and update health education information on webpages of Department of Health;
- To make suggestions on dissemination of health information on social media / Internet; and
- To assist in maintenance support to information system acceptance testing and system nursing.