

Leisure and Cultural Services Department
Non-Civil Service Vacancy

Salary: \$10,500 per month

Post (1): Summer Intern (Supplies)

Entry Requirements:

Applicants (a) must be permanent residents of the Hong Kong Special Administrative Region who are currently full-time students of post-secondary institutions in or outside Hong Kong; (b) must be second/third year students of bachelor's degree course majoring in Business Administration, Procurement, Logistics or equivalent and not be studying in or have just completed their final year of study before the internship period commences; (c) should have sound knowledge of Chinese MS Word and Excel with proficiency in computer application; and (d) should have good communication skills in both Chinese and English.

Duties:

(a) To conduct annual review on the responses of suppliers in tender / quotation exercises and update the Department's Central Supplier Lists accordingly; (b) To assist in analysis and consolidation of the data for contractor performance and related matters; and (c) To assist in retrieval and analysis of the procurement data from various divisions/sections.

Terms of Employment:

The period of employment is from July to August 2022. Participants are normally required to work 44 hours per week and may also be required to work outside normal office hours, during weekends or public holidays. Overtime work, where necessary, will be compensated by time-off in lieu.

How to Apply:

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. Applications submitted directly to Leisure and Cultural Services Department will not be considered.

Interviews will be conducted in June 2022. Those who are not invited for interview by the end of June 2022 may assume their applications unsuccessful.

康樂及文化事務署
非公務員職位空缺

薪酬：每月**10,500**元

職位(1)：暑期實習生（物料供應）

入職條件：

申請者必須(a)為香港特別行政區永久性居民及現時為香港或非本地專上學院的全日制學生；(b)為學士學位課程的二年級或三年級學生，主修工商管理、採購、物流或同等學科，而在實習期開始前並非正在修讀或剛完成最後一年課程；(c)熟悉中文輸入法、試算表及電腦應用；以及(d)具有良好的中英語文能力及溝通技巧。

職責：

(a)就供應商投標／報價的回應進行年度審查，並根據評估的結果更新部門的供應商名單；(b)協助分析及整合有關承辦商表現的數據及相關事宜；以及(c)協助檢索及分析各科／組的採購數據。

聘用條款：

聘用期為2022年7月至8月。獲取錄者一般須每周工作44小時，可能須在正常工作時間以外、周末或公眾假期工作；如須超時工作，會獲補假作償。

申請手續：

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。直接寄交康樂及文化事務署的申請書將會不受理。

面試將於2022年6月進行。如申請人在2022年6月底前仍未獲邀參加面試，則可視作落選。