

Transport Department Post-Secondary Student Summer Internship Programme 2019

General Requirements

Applicants must be -

- (a) permanent residents of the Hong Kong Special Administrative Region; and
- (b) enrolled in full-time accredited post-secondary programmes offered by local or overseas post-secondary institutions in the 2018/19 and 2019/20 academic years.

(Note: Applications from graduates of 2019 would not be considered.)

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| Salary: | HK\$10,500 per month |
| Terms of Appointment: | Successful applicants will be appointed on non-civil service contract terms for a maximum period of 8 weeks starting from June 2019. |
| Fringe Benefits: | Summer interns are eligible for rest days, statutory holidays, general holidays and sickness days; and subject to the Mandatory Provident Fund Schemes Ordinance (Cap. 485). |
| How to Apply: | <ul style="list-style-type: none"> (a) 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. Completed application form should be submitted together with photocopies of academic transcripts and relevant certificates. (b) Students studying in non-local post-secondary institutions should download application form from the website of the Civil Service Bureau (http://www.csb.gov.hk/english/admin/appoint/782.html). Completed application form with photocopies of academic transcripts and relevant certificates should reach the enquiry address stated below by mail on or before 4 June 2019. Please specify on the envelope "Application for Summer Intern". Job title and its reference number should be clearly marked on the application form. Please ensure that sufficient postage is paid. Applicants will bear on their own any consequences arising from insufficient postage. (c) Each applicant should at most apply for ONE post. Otherwise, the applicant will not be considered. Applications that are incomplete, late or without photocopies of academic transcripts and relevant certificates will also not be considered. (d) Shortlisted candidates will be invited to attend interview in June 2019. If they do not receive an invitation by then, they may assume that their applications are not successful. Candidates invited for interview will be required to produce the originals and photocopies of the supporting documents on academic qualifications for verification and record purpose. |
| Enquiry Address: | Personnel Section, Transport Department, 16/F, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon |
| Enquiry Telephone: | 3842 5561 |
| General Notes: | <ul style="list-style-type: none"> (a) 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. (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) When 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) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, |

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| | <p>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”.</p> <p>(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 above address.</p> |
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Vacancy Details

Job Title: Ref. 001 – Summer Intern (Road Safety and Standards Division) 1

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|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Marketing; and (b) Computing or graphic design knowledge |
| Duties: | (a) To assist in the publicity works for the forthcoming revised Road Users' Code; and (b) To assist in the preparatory works for road-safety related leaflet/pamphlet and Road Safety Bulletin. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 002 – Summer Intern (Road Safety and Standards Division) 2

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Civil Engineering; (b) Computer knowledge of MS Office Applications; and (c) Relevant experience in GIS application and/or computer programming is preferred. |
| Duties: | (a) To assist in handling and compiling traffic accident data in the Transport Information System (TIS); (b) To assist in conducting literature review on transport and traffic related topics; (c) To assist in accident investigation on blacksites; and (d) To assist in other tasks related to road safety. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 15 |

Job Title: Ref. 003 – Summer Intern (Road Safety and Standards Division) 3

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Computer Engineering, Computer Science, Computing, Software Engineering, or equivalent; (b) Knowledge of computer programming, software development, database and web design, etc.; and (c) Relevant practical experience in computer programming including image processing, debugging and applications is preferred. |
| Duties: | (a) To assist in modifying the design of the existing internet and intranet webpages relating to traffic operation, road safety and design standards; (b) To assist in updating the existing database and upload information/document to webpage in intranet/ internet; (c) To assist in modifying the design of the existing intranet relating to traffic standards; (d) To assist in developing programme for data analysis; and (e) To assist in other computing tasks related to road safety and design standards. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 004 – Summer Intern (Strategic Studies Division)

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Civil Engineering; and (b) Basic computer knowledge in the application of Microsoft Office |
| Duties: | To assist in carrying out the parking-related studies. |
| Normal Place of Work: | Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 005 – Summer Intern (Transport Operations (New Territories) Division) 1

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering or equivalent; and (b) Familiar with MS Office, imaging software and webpage editing software |
| Duties: | To assist in the daily monitoring/ planning of public transport services in Tuen Mun and Yuen Long, including: (a) To upkeep various inventory including public transport services, public transport facilities/ interchanges, new housing development projects, restricted/ prohibited zones, speed limits, etc. in Tuen Mun and Yuen Long; (b) To search and collect basic information to facilitate the planning of public transport services in Tuen Mun and Yuen Long; (c) To prepare and maintain updated textual and spatial data for the public transport services in Tuen Mun and Yuen Long; (d) To update the complaint records in Tuen Mun and Yuen Long; (e) To perform other duties as assigned by the supervisors; and (f) To perform work outdoor to collect data if necessary. |
| Normal Place of Work: | Mongkok |
| No. of nominations: | 15 |

Job Title: Ref. 006 – Summer Intern (Transport Operations (New Territories) Division) 2

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|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Computer Science, Mathematics or Statistics is preferred; (b) Proficient in using MS Word, MS Excel and MS Access; and (c) Good command of both Chinese and English |
| Duties: | To assist in handling cross-boundary transport services, including: (a) To assist in the preparation of schedule of services for cross-boundary vehicles; (b) To organize and update various inventory records in relation to cross-boundary coach services; (c) To provide administrative and clerical support; and (d) To perform other duties as assigned by the supervisors (Note: May be required to perform outdoor duties.) |
| Normal Place of Work: | Cheung Sha Wan |
| No. of nominations: | 5 |

Job Title: Ref. 007 – Summer Intern (Transport Operations (Hong Kong) Division)

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering, or equivalent; (b) Familiar with MS Office, imaging software and web page editing software; and (c) Familiar with public transport system |
| Duties: | (a) To update various inventory records for public transport services, public transport interchanges, tram stops and shelters on Hong Kong Island; (b) To assist in amending and updating the spatial data and textual record of Franchised Bus, Green Mini Bus, Non-Franchised Bus, Airport Express Line and Residential Service in the Transport Information System and Public Transport Enquiry System; (c) To update division homepage; (d) To update GN database of Hong Kong Island; (e) To update the complaint records on Hong Kong Island; and (f) To assist in preparing the required information for Green Mini Bus mid-term review. (Note: May be required to perform outdoor duties.) |
| Normal Place of Work: | Wan Chai |
| No. of nominations: | 20 |

Job Title: Ref. 008 – Summer Intern (Transport Operations (Kowloon) Division)

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering or equivalent; (b) Familiar with MS Office, imaging software and webpage editing software; and (c) Familiar with public transport system in Hong Kong |
| Duties: | (a) To update various inventory records like public transport services, public transport interchange, and restricted/ prohibited zones inventory in Kowloon, etc.; (b) To assist in the planning of Green Mini Bus (GMB) network in Kowloon; (c) To assist in amending and updating the spatial data and textual records; (d) To update the complaint records in Kowloon; (e) To update division homepage; (f) To assist in the analysis of the accuracy of spatial data of Franchised Bus, GMB, Resident Service (RS), cross boundary coach service in Kowloon; and (g) To assist in amending and updating the spatial data and textual record of Franchised Bus, GMB, Non-Franchised Bus, Airport Express Line and RS in Transport Information System and Public Transport Enquiry System. (Note: May be required to perform outdoor duties.) |
| Normal Place of Work: | Mongkok |
| No. of nominations: | 20 |

Job Title: Ref. 009 – Summer Intern (Driving Services Section) 1

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Good command of both spoken and written English and Chinese; (b) Detail-minded with strong analytical skills; (c) Good interpersonal and communication skills; and (d) Proficient in computer skills including MS Word, Excel and Chinese Word Processing |
| Duties: | (a) To assist in processing driving test applications; (b) To provide support for the driving test system upgrade; (c) To consolidate government documents, briefs, publications and prepare statistics/ projections relating to driving test appointments; (d) To assist in handling public enquiries and complaints relating to driving test appointment matters; and (e) To provide executive support for records management, office accommodation and finance budgeting. |
| Normal Place of Work: | Cheung Sha Wan |
| No. of nominations: | 5 |

Job Title: Ref. 010 – Summer Intern (Driving Services Section) 2

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|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Good command of both spoken and written English and Chinese; (b) Detail-minded with strong analytical skills; (c) Good interpersonal and communication skills; and (d) Proficient in computer skills including MS Word, Excel and Chinese Word Processing |
| Duties: | (a) To invigilate driving written tests and handle related public enquiries and complaints; (b) To prepare statistics relating to driving written tests; (c) To assist in preparing ground work for massive updating of content in Computerized Written Test II system; (d) To assist in management of service contracts, procurements and budgeting; (e) To update information on website and publications; (f) To provide executive support for records management and divisional meetings |
| Normal Place of Work: | Cheung Sha Wan |
| No. of nominations: | 5 |

Job Title: Ref. 011 – Summer Intern (Driving Services Section) 3

| | |
|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Proficient in computer skills including MS Word, Excel and Chinese Word Processing; (b) Good command of both spoken and written English and Chinese; and (c) Good interpersonal and communication skills |
| Duties: | (a) To provide executive support to Driver Improvement Course, Pre-service Course and driving services; (b) To assist officers in other office administrative duties, including drafting letters and reports, conducting research and answering enquiries, etc; and (c) To handle a wide range of ad-hoc assignments as assigned by officers |
| Normal Place of Work: | Ho Man Tin |
| No. of nominations: | 5 |

Job Title: Ref. 012 – Summer Intern (Driving Services Section) 4

| | |
|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Proficient in computer skills including MS Word, Excel and Chinese Word Processing; (b) Good command of both spoken and written English and Chinese; and (c) Good interpersonal and communication skills |
| Duties: | (a) To provide day-to-day executive support to the driving tests and driving school matters; (b) To assist officers in other office administrative duties, including drafting letters and reports, conducting research, answering enquiries etc.; and (c) To handle a wide range of ad-hoc assignments as assigned by officers. |
| Normal Place of Work: | Ho Man Tin |
| No. of nominations: | 5 |

Job Title: Ref. 013 – Summer Intern (Task Force/Walkability)

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|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Civil Engineering; (b) Computer knowledge of MS Word, MS Excel, MS PowerPoint and web design, etc; and (c) Competent in both Chinese and English word processing |
| Duties: | (a) To assist in research of walkability related matters; (b) To assist in review of planning and design standards for pedestrian environment and facilities; (c) To assist in preparation of publicity materials related to walkability; and (d) To undertake other tasks related to walkability. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 10 |

Job Title: Ref. 014 – Summer Intern (Traffic Engineering (Kowloon) Division)

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|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Civil Engineering, Traffic and Transport Engineering or Computer Programming; (b) Knowledge and experience in handling the homepage and Microsoft Office Application is preferred; and (c) Year 2 or above students. |
| Duties: | (a) To assist in tidying up/ updating division homepage; (b) To assist in carrying out a housekeeping exercise on network drive/ NAS; and (c) To assist in managing traffic survey data/ parking spaces inventory in a more organised manner. |
| Normal Place of Work: | Mongkok |
| No. of nominations: | 5 |

Job Title: Ref. 015 – Summer Intern (Human Resource Development Unit)

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|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Language, Statistics, Social Sciences (or related subjects) and will be in Year 3 / Year 4 in 2019-20 academic year is preferred; and (b) Good computer literacy, including the operation of Word, Excel, PowerPoint and basic knowledge in web page construction |
| Duties: | (a) To assist in organising training courses; (b) To compile training statistics and information including evaluation summaries / reports etc.; (c) To update and organise training materials, including web resources; (d) To assist in verification and processing of obsolete files for disposal; (e) To stock-take and update inventory records; (f) To assist in office relocation; and (g) To provide support to other training-related projects as needed. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 016 – Summer Intern (Vehicle Regulations & Standards Sub-Division) 1

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Mechanical Engineering; (b) Knowledge of Microsoft Office and basic knowledge of automotive engineering; and (c) Student studying in Year 2 or above is preferred |
| Duties: | (a) To provide administrative support in Vehicle Type Approval Document vetting; and (b) To provide support in vehicle engineering research projects. |
| Normal Place of Work: | Wan Chai/ Yau Ma Tei or Kowloon Bay |
| No. of nominations: | 5 |

Job Title: Ref. 017 – Summer Intern (Vehicle Regulations & Standards Sub-Division) 2

| | |
|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Mechanical Engineering; (b) Knowledge of Microsoft Office and basic knowledge of automotive engineering; and (c) Student studying in Year 2 or above is preferred. |
| Duties: | (a) To provide administrative support on update of the Code of Practice for designated car testing centre; (b) To provide administrative support on establishment of standard testing procedure for vehicle traveling data recorder; and (c) To assist in designing test racks and handy tools to facilitate vehicle examination. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 018 – Summer Intern (VALID and Licensing Division – Licensing Unit) 1

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|-----------------------|---|
| Duration: | 2 July 2018 – 17 July 2018 |
| Entry Requirements: | (a) Major in Statistics, Social Science or Business Administration is an advantage; (b) Ability to speak fluent Cantonese, English and Putonghua; (c) Experience in conducting survey is an advantage; and (d) Availability for the entire employment period is a must (2.7.2019-17.7.2019). |
| Duties: | (a) To conduct Public Opinion Survey at Licensing Offices; and (b) To edit and code the completed questionnaires. |
| Normal Place of Work: | Licensing Offices at United Centre, Cheung Sha Wan Government Offices, Kowloon East Government Offices and Sha Tin Government Offices. |
| No. of nominations: | 20 |

Job Title: Ref. 019 – Summer Intern (VALID and Licensing Division – Licensing Unit) 2

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|-----------------------|--|
| Duration: | 8 July 2019 - 31 August 2019 |
| Entry Requirements: | (a) Having taken statistical related subject is an advantage; (b) Proficiency in SAS to validate, clean, manipulate and combine data, draft report and create graphs; (c) Competence in using application in Microsoft Excel; and (d) Availability for the entire employment period is a must (8 July 2019 - 31 August 2019). |
| Duties: | (a) To check the data consistency of completed questionnaires; (b) To compile data and produce survey results by using computer software such as SAS and Excel; (c) To draft summary report for the Public Opinion Survey; and (d) To perform any other duties as required by the supervisors. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 10 |

Job Title: Ref. 020 – Summer Intern (Administration Support Unit, Urban (Kowloon) and New Territories Regional Office)

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | Basic computer knowledge, such as typing, MS Word, Excel and PowerPoint |
| Duties: | (a) To handle and file correspondents for the regional offices; (b) To handle simple enquiries and assist in managing the reception counter; (c) To assist supervisor in handling the general administrative matters of the Office; and (d) To carry out other duties as assigned by the senior officers. |
| Normal Place of Work: | Mongkok |
| No. of nominations: | 15 |

Job Title: Ref. 021 – Summer Intern (Management Services Section)

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Studies, Public Administration, Geography, Sociology, Computer Science, Information System Management or Statistics; (b) Be proficient in the application of common business software, especially in Microsoft ACCESS or EXCEL; and (c) Good command of both Chinese and English. |
| Duties: | (a) To collate and update the database for operation record, traffic flow, financial data and other statistics for road tunnels and control areas; (b) To assist in data collation for the take-over of transport infrastructure; (c) To perform duties relating to record management; and (d) To provide clerical and administrative support. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 10 |

Job Title: Ref. 022 – Summer Intern (Ferry and Paratransit Division) 1

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|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Information Technology, Business, Social Science, Arts or Science; (b) Conversant with MS Office software packages (including Word, Excel and Access); (c) Good knowledge in database management; and (d) Familiar with public transport system of Hong Kong. |
| Duties: | (a) To update the databases for operating details, complaint, financial situation of public light bus services, or other related databases; (b) To set up programmes for processing routine data information; (c) To assist with the preparation work of comprehensive surveys; and (d) To compile data reports for the above duties. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 023 – Summer Intern (Ferry and Paratransit Division) 2

| | |
|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Computer Science, Mathematics, Statistics, or related subjects is preferred; (b) Proficient in using MS Access and MS Excel is an advantage; and (c) Good command of both Chinese and English. |
| Duties: | (a) To update and compile database and inventories; (b) To assist in collating the inventory records and conducting inventory check; (c) To perform duties relating to record system management including updating, organizing and managing file records; and (d) To assist in other day-to-day office administration duties. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 024 – Summer Intern (Ferry and Paratransit Division) 3

| | |
|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Economy, Social Sciences or Statistics is preferable; (b) Proficient in using MS Word, MS Access and MS Excel would be an advantage; (c) Good command of both Chinese and English; and (d) Available before mid-June is preferred. |
| Duties: | (a) To assist in conducting surveys / checks on Rehabus services and Disabled Parking Spaces / Concessions provided by various organizations and compilation and analysis of data; (b) To perform duties relating to records system management including updating, organizing and managing files/records; (c) To provide logistic support to the meeting of Working Group on Access to Public Transport by People with Disabilities; (d) To assist in handling applications of Parking Certificate for Drivers Who Carry People with Mobility Disabilities; and (e) To assist in other day-to-day office administration duties. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 025 – Summer Intern (Ferry and Paratransit Division) 4

| | |
|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Social Sciences, Statistics or Information Technology is preferable; (b) Proficient in using MS Word, MS Powerpoint and MS Excel would be an advantage; (c) Good command of both Chinese and English; and (d) Available before mid-June is preferred. |
| Duties: | (a) To assist in compiling statistics on patronage and operational data of licensed ferry services; (b) To assist in organizing and updating ferry pier record and information, and to systematize them; (c) To assist in organizing and updating the complaint record on ferry services; and (d) To assist in other day-to-day office administration duties. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 026 – Summer Intern (Bus and Railway Branch) 1

| | |
|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Proficiency in MS Word and MS Excel would be an advantage; (b) Outdoor work may be required; and (c) Available from mid-June is preferred. |
| Duties: | (a) To assist in monitoring the performance of the railway services provided by the MTRCL by conducting site inspections and cross-check the operating records submitted by the MTRCL; and (b) To maintain the inventory of operating records submitted by the MTRCL and the database of complaints and enquiries received, etc. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 5 |

Job Title: Ref. 027 – Summer Intern (Bus and Railway Branch) 2

| | |
|-----------------------|--|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Faculty of Information Engineering or Computer Studies; (b) Programming and development of system (c) Outdoor work may be required; and (d) Available from mid-June is preferred. |
| Duties: | (a) To assist in implementation of phase 2 of the Subsidy Scheme on Provision of Seats and Panels by franchised bus companies at over 1,600 bus stops by conducting outdoor site checks on proposals submitted by bus companies at bus stops with Transport Officer/Executives, preparation of reports and draft approval letters; and (b) To develop a system for maintaining and updating the inventory of seats and panels installation, including site check results, installation record, site acceptance test results, issuance of Certificate of Acceptance and reimbursement applications, etc. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 10 |

Job Title: Ref. 028 – Summer Intern (Bus and Railway Branch) 3

| | |
|-----------------------|---|
| Duration: | Approximately 8 weeks |
| Entry Requirements: | (a) Major in Transport Studies, Urban Planning, Economics, Business Administration, Public Administration, Social Sciences, Computer Science, Information System Management or equivalent; (b) Good command of MS Office (Excel and Word); and (c) Knowledge in public transport services in Hong Kong. |
| Duties: | (a) To update various databases, such as bus route list, bus-bus interchange schemes, pertaining to franchised buses; (b) To prepare bus route maps; and (c) To perform outdoor works, if required. |
| Normal Place of Work: | Wan Chai or Yau Ma Tei |
| No. of nominations: | 10 |