

Post-secondary Student Summer Internship Programme 2021

2021 專上學生暑期實習計畫

**The Government of the Hong Kong Special Administrative Region –
Environmental Protection Department (EPD)
香港特別行政區政府環境保護署**

Job Code 工作 編號	Job Nature / Proposed Project 參與項目 / 工作性質	Location of Work 工作地點	Preferred Discipline/ Subject 修讀學科	Required Experience, Knowledge & Skills 所需經驗、知識及技能
Air Policy Division (空氣質素政策科)				
PSSIP / ASG 1	To support activities related to maintenance of air quality monitoring equipment To support activities related to air quality monitoring network To assist in maintaining and updating database of air quality monitoring equipment 支援空氣質素監測設備的維修 支援空氣質素監測的活動 協助空氣質素監測設備數據庫的維護及更新	47/F, Revenue Tower, 5 Gloucester Road, Wan Chai 灣仔告士打道 5 號稅務大樓 47 樓	Mechanical / Electrical / Electronic / Environmental Engineering, Environmental Science or Computing Science 機械 / 電機 / 電子 / 環境工程 ; 環境科學或電腦科學	Experience in maintenance or operation of scientific device Preferably with experience in GIS or SQL or Java 維護或操作科學儀器的經驗 具備 GIS 或 SQL 或 Java 操作經驗更佳
PSSIP / ASG 2	Assist in the compilation of 2019 Emission Inventory Assist in the Study on “Characterisation of Photochemical Ozone Formation, Regional and Super-regional Transportation in the Greater Bay Area” 協助編製 2019 年排放清單 協助『大灣區光化學臭氧污染及區域和跨區域傳輸特徵研究』	47/F, Revenue Tower, 5 Gloucester Road, Wan Chai 灣仔告士打道 5 號稅務大樓 47 樓	Science and Engineering related discipline 科學或工程有關學科	Microsoft Office – Word and Excel Willing to work outdoor 微軟文書處理及試算表軟件 願意參與戶外工作
PSSIP / ASG 3	To assist in the evaluation and refinement of Numerical forecasting model, and to support air quality related field experiments 協助評估、完善預測數值模型及支援有關空氣質量的實地實驗	Revenue Tower, 5 Gloucester Road, Wan Chai 灣仔告士打道 5 號稅務大樓	Environmental Science / Engineering, Applied Pure Science or Computer Science 環境科學 / 工程 ; 應用 / 純科學 / 電腦科學	Experience in statistical analyses and computer programing Preferably with experience in Python 具備統計分析及電腦程式設計操作經驗 具備 Python 操作經驗更佳

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PSSIP / ASG 4	To assist in advance air monitoring projects, sensor applications and data processing 協助先進空氣監測項目，傳感器應用和數據處理	Revenue Tower, 5 Gloucester Road, Wan Chai 灣仔告士打道 5 號稅務大樓	Environmental Science / Engineering, Applied Pure Science or Computer Science 環境科學 / 工程； 應用 / 純科學 / 電腦科學	Microsoft Office – Word and Excel Willing to work outdoor 微軟文書處理及試算表軟件 願意參與戶外工作
PSSIP / MSG	Review on the latest trend and technology development of new energy vehicles (including electric vehicles) 檢討新能源汽車（包括電動車）的最新趨勢及技術發展	Revenue Tower, 5 Gloucester Road, Wan Chai 灣仔告士打道 5 號稅務大樓	Environmental / Electrical / Mechanical Engineering, Environmental Management, Environmental Science or related subjects 環境 / 電機 / 機 械工程、環境管 理、環境科學或相 關科目	Basic knowledge on new energy vehicles (including electric vehicles) Self-motivation and ability to work independently 有關新能源汽車（包括電動 車）的基本知識 積極主動及具備獨立工作能力
Nature Conservation Division (自然保育科)				
PSSIP / CCO 1	To assist in studying the village sewerage and sewage treatment in Lai Chi Wo, minor works in Sha Lo Tung and other civil engineering projects related to remote countryside conservation and joining site visits (when necessary) 協助研究荔枝窩的鄉村污水及污水處理、沙螺洞的小型工程，以及其他有關偏遠鄉村保育的土木工程，並參與實地視察活動（按需要）	22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay 鰂魚涌海灣街 1 號華懋交易 廣場 22 樓	Disciplines related to Civil Engineering or Civil and Environmental Engineering 與土木工程或土木 與環境工程相關學 科	Post-secondary student studying Year 2 or above in related disciplines 在相關學科就讀2年級或以上的 專上學院學生
PSSIP / CCO 2	To assist in monitoring the progress of the projects supported under the Countryside Conservation Funding Scheme, including to review documents and join site visits (when necessary) 協助監察鄉郊保育資助計劃的資助項目進度，包括檢視相關文件及按需要參與實地視察活動	22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay 鰂魚涌海灣街 1 號華懋交易 廣場 22 樓	Disciplines related to Architectural or Environmental or Cultural Conservation 與建築、環境或文 化保育相關學科	Post-secondary student studying Year 2 or above in related disciplines 在相關學科就讀2年級或以上的 專上學院學生

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Community Relations Unit (社區關係組)				
PSSIP / CRU	<p>To produce multi-media content including short video and / or motion graphics for promotional use at online platforms or social media</p> <p>To assist in drafting post content and designing visuals for social media pages of Environmental Campaign Committee / ECFriends</p> <p>To organise an outreach activity / a promotional campaign to promote green messages to the general public</p> <p>To draft promotional content for environmental projects and campaigns</p> <p>製作多媒體內容，包括短片或動畫，作網上或社交媒體宣傳用途</p> <p>協助環境運動委員會 / 環保友的社交媒體專頁撰寫內容及設計圖像</p> <p>籌辦一項推廣活動，向公眾宣傳環保訊息</p> <p>為環保項目及運動草擬宣傳內容</p>	<p>Environmental Campaign Committee Secretariat, 5/F, Southorn Centre, 130 Hennessy Road, Wan Chai</p> <p>灣仔軒尼詩道 130 號修頓中心 5 樓 環境運動委員會秘書處</p>	<p>Multi-media Communications, Public Relations & Advertising, Creative media Communications or Journalism</p> <p>多媒體傳播學；公關及廣告、創意媒體傳播學系或新聞系</p>	<p>Knowledge and skills in multi-media content production; organising promotional events; video shooting and editing; and producing motion graphics</p> <p>Relevant experience preferable</p> <p>具多媒體製作、籌備推廣活動、影片拍攝及剪接，以及動畫製作的知識和技能</p> <p>具相關經驗更佳</p>
Central Prosecution Unit (中央檢控組)				
PSSIP / CPU	<p>Analysis of past cases</p> <p>分析過往個案</p>	<p>7/F, Chinachem Tsuen Wan Plaza, 455-457 Castle Peak Road, Tsuen Wan</p> <p>荃灣青山公路 455-457 號華懋荃灣廣場 7 樓</p>	<p>Laws / Environmental Studies (which include completion of a module in Environmental Law)</p> <p>法律 / 環境學系 (已完成環境法律學科)</p>	<p>Proficient in English</p> <p>通曉英文</p>

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Environmental Assessment Division (環境評估科)				
PSSIP / ANG	<p>Assist in handling projects relating to environmental noise planning, abatement or management</p> <p>Assist in developing the database of noise mitigation measures</p> <p>協助處理有關環境噪音規劃、消減或管理的項目</p> <p>協助建立噪音緩解措施數據庫</p>	<p>26/F, Southern Centre, 130 Hennessy Road, Wan Chai</p> <p>灣仔軒尼斯道 130 號修頓中心 26 樓</p>	<p>Environmental Management, Science, Engineering or related subjects</p> <p>環境管理、環境工程、環境科學或相關科目</p>	<p>Basic knowledge on environmental noise planning, abatement or management</p> <p>Preferably with experience in using some related computer software such as ArcGIS, Excel and Access</p> <p>有關環境噪音規劃、消減或管理的基本知識</p> <p>具備使用一些相關電腦軟件的經驗如 ArcGIS, Excel 和 Access 等更佳</p>
PSSIP / MAG	<p>Collect and analyse air emission data for establishment of a database for air quality impact assessment</p> <p>收集和 analyse 空氣排放數據，以建立用於空氣質量影響評估的數據庫</p>	<p>27/F, Southern Centre, 130 Hennessy Road, Wan Chai</p> <p>灣仔軒尼詩道 130 號修頓中心 27 樓</p>	<p>Environmental Management, Environmental Science, Environmental Engineering, Environmental Law, Geographic Information Systems or Geo-Informatics or Geography related subject, Computer Science or IT related subject</p> <p>環境管理、環境科學、環境工程、環境法律、地理信息系統 / 地理資訊學 / 地理之相關科目、電腦科學及資訊科技相關科目</p>	<p>Relevant experience in preparation, management and evaluation of project proposals in connection with environmental impact assessment</p> <p>Relevant experience in project environmental monitoring and auditing</p> <p>Basic knowledge in ArcGIS including data processing and analysis, and mapping</p> <p>具有準備、管理和評估環境影響評估有關的工程建議的相關經驗</p> <p>有關工程項目的環境監察和審核工作的經驗</p> <p>應用地理信息系統(ArcGIS)的基礎知識，包括數據處理和分析，及製作地圖</p>
PSSIP / RAG 1	<p>Prepare, design and analyse environmental assessment results and monitoring data by using GIS applications; and compile information on Environmental Outcome Profile for EIA projects</p> <p>運用地理信息系統(GIS)準備、設計和分析環境評估和監測數據；及協助製備工程項目的環評結果基本資料</p>	<p>27/F, Southern Centre, 130 Hennessy Road Wan Chai</p> <p>灣仔軒尼詩道 130 號修頓中心 27 樓</p>	<p>Environmental Science / Engineering or Geographic Information Systems or Geo-Informatics or Geography related subject</p> <p>環境科學或工程 / 地理信息系統 / 地理資訊學 / 地理之相關科目</p>	<p>Basic knowledge on environmental science and management including environmental impact assessment process and experience on ArcGIS including data processing and analysis, and mapping</p> <p>環境科學和管理知識，包括環境影響評估程序及應用地理信息系統(GIS)的相關經驗，包括數據處理和分析，及製作地圖</p>

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PSSIP / RAG 2	Review and prepare checklists for vetting applications under Environmental Impact Assessment Ordinance; and conduct site visit for planning case / EIA projects 檢視並制訂核對清單，以審視根據環評條例的申請；並就發展計劃或環評項目進行實地視察	27/F, Southern Centre, 130 Hennessy Road Wan Chai 灣仔軒尼詩道 130 號修頓中心 27 樓	Environmental Science / Engineering 環境科學或工程	Basic knowledge on environmental science and management including environmental impact assessment process 環境科學和管理知識，包括環境影響評估程序
PSSIP / RAG 3	Perform audio signal recordings / processing and analysis in the AI Smart Noise Recognition project; design and update the existing database 對新開發的人工智慧噪音辨識系統進行前期環境噪音監測，模擬音頻訊號處理及分析，設計和更新現有數據庫	6/F, Chinachem Tsuen Wan Plaza, 455-457 Castle Peak Road, Tsuen Wan 荃灣青山公路 455-457 號華懋荃灣廣場 6 樓	Mechanical Engineering, Environmental Science or Engineering, Computer Science or Engineering, Information Engineering 機械工程，環境科學或工程，計算機科學或工程，資訊工程	Environmental noise monitoring, audio signal processing and analysis, AI machine learning supervised training input & analysis, database development and good communication skills 環境噪音監測，模擬音頻訊號處理及分析，人工智慧監督式機器學習系統輸入 / 分析，網站設計，數據庫開發和良好的溝通技巧
PSSIP / SAG 1	Assist in carrying out environmental impact assessment, environmental planning and related duties 環境影響評估、環境規劃及其相關工作	27/F, Southern Centre, 130 Hennessy Road Wan Chai 灣仔軒尼詩道 130 號修頓中心 27 樓	Environmental Planning, Environmental Management, Environmental Engineering, Environmental Science 環境規劃、環境管理、環境工程、環境科學	Basic knowledge on environmental planning, management, engineering or science 環境規劃、管理、工程或科學的基本認識
PSSIP / SAG 2	Analyse data for environmental assessment and planning; and manage the related database 分析環境評估及規劃的數據和管理資料	27/F, Southern Centre, 130 Hennessy Road Wan Chai 灣仔軒尼詩道 130 號修頓中心 27 樓	Information Technology, Computer Science, Environmental Planning, Environmental Management, Environmental Engineering, Environmental Science 資訊科技、電腦科學、環境規劃、環境管理、環境工程、環境科學	Knowledge and experience of using common BigData Analytics tools such as Power BI and Tableau 使用常用的大數據管理/分析軟件（如 Power BI 或 Tableau 等）的知識和經驗

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Environmental Compliance Division (環保法規管理科)				
PSSIP / RNG 1	<p>To assist in IT initiatives and explore on adopting smart technology for the integrated enforcement work in Tai Po and sewer connection work (such as providing technical support on the GIS mapping)</p> <p>協助發展 / 應用創新科技於大埔區的環保法規管理及排污渠接駁計劃 (如提供地理信息系統的技術支援)</p> <p>Or 或</p> <p>Participate in managing the Pollution Source Survey (PSS) and establishing the GIS database from relevant data</p> <p>參與管理污染源頭調查及利用相關資料建立其地理資訊系統資料庫</p> <p>Or 或</p> <p>To assist in IT initiatives and explore on adopting smart technology for the integrated enforcement work in North District (such as providing technical support on the GIS mapping)</p> <p>協助發展 / 應用創新科技於北區的環保法規管理 (如提供地理信息系統的技術支援)</p> <p>Or 或</p> <p>To assist in adopting smart technology in monitoring various Designated Project under EIAO in North & Yuen Long District</p> <p>協助應用創新科技監察北區及元朗區於環境影響評估條例下的指定工程</p> <p>Or 或</p>	<p>10/F, Shatin Government Offices, No.1 Sheung Wo Che Road, Sha Tin</p> <p>沙田上禾輦路 1 號沙田政府 合署 10 樓</p>	<p>Environmental Engineering, Environmental Science, Environmental Management, Geography, Geographic Information Science, Earth Science</p> <p>環境工程，環境科學，環境管理，地理學，地理信息學，地球科學</p>	<p>Basic geographic knowledge, experience on GIS application and good organisation & communication skills</p> <p>基本地理知識，具備使用地理信息系統經驗，良好組織及溝通技巧</p>

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	<p>To assist IT initiatives for the enforcement work in Sha Tin (such as updating and improving the GIS mapping of Sha Tin District) and assist the data support required for smart license processing virtual robot project of WPCO licences</p> <p>協助應用創新科技於沙田區的環保法規管理（如更新及改善沙田區的地理信息系統）及協助牌照處理虛擬機械人計劃中污水排放牌照所需的資料支援</p>			
PSSIP / RNG 2	<p>Participate in collecting the construction and demolition waste data, establishing the database and reviewing relevant statistical data</p> <p>參與收集建築廢物的數據，建立其資料庫及協助分析有關統計資料</p>	<p>10/F, Shatin Government Offices, No.1 Sheung Wo Che Road, Sha Tin</p> <p>沙田上禾輦路1號沙田政府合署10樓</p>	<p>Environmental, Civil or Mechanical Engineering, Environmental Science, Environmental Management, Geography, Geographic Information Science, Earth Science</p> <p>環境，土木或機械工程，環境科學，環境管理，地理學，地理信息學，地球科學</p>	<p>Basic statistical analysis and geographical knowledge, experience on GIS application and good communication skill</p> <p>基本統計分析及地理知識，具備使用地理信息系統經驗及良好溝通技巧</p>
PSSIP / RNG 3	<p>Study the application of Geospatial Intelligence (GEOINT) and Geo-Statistics in ECD business</p> <p>研究應用地理空間資訊分析環保法規管理的數據</p>	<p>8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road</p> <p>長沙灣道303號長沙灣政府合署8樓</p>	<p>Environmental Management, Geo-Informatics, Computer Science, Information Science, Computing Engineering, Statistics</p> <p>環境管理、地理資訊、電腦科學、資訊科學、軟件工程學、統計學</p>	<p>Basic knowledge in statistics using GIS system or BI tools. Good analytical skill is preferred</p> <p>基本統計學知識、使用地理信息系統及商業智慧軟件經驗。良好分析能力者優先</p>

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PSSIP / RNG 4	Develop a Role-Playing Games (RPG) and VR applications for Environmental Incident Management 虛擬實境及角色扮演遊戲在環境管理的應用	8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road 長沙灣道 303 號長沙灣政府合署 8 樓	Environmental Management, Computer Science, Information Science / Engineering 環境管理、電腦科學、資訊科學 / 工程學	Basic knowledge in environmental management and IT systems. Creative, good interpersonal and communication skills are preferred 基本環境管理及電腦知識。有創意及良好人際溝通技巧優先
PSSIP / REG 1	Participate in the Survey on Expedient Connections in Yau Tsim area, and the processing of Construction Noise Permit applications 參與檢視油尖區污水渠錯駁的調查，及處理建築噪音許可證申請的工作	8/F floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road 長沙灣道 303 號長沙灣政府合署 8 樓	Engineering, Science, or Environmental Science related subjects 工程、科學、或環境科學相關科目	Good coordination and communication skills 良好協調及溝通技巧
PSSIP / REG 2	Participate in the data management of pollution source survey at Mong Kok Area / Kwun Tong Area / Sai Kung Area and develop new data analytics and visualisation tools in GIS 參與旺角區 / 觀塘區 / 西貢區污染源調查的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具	8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road 長沙灣道 303 號長沙灣政府合署 8 樓 Or 或 5/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay 九龍灣臨樂街 19 號南豐商業中心 5 樓	Engineering, Science, or Environmental Science related subjects 工程、科學、或環境科學相關科目	Knowledge with GIS or development of data analytics and visualisation tool is preferred 有在地理資訊系統建立新的數據分析和視覺化工具的知識較佳

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PSSIP / RSG 1	<p>To produce multimedia content (including motion graphics) for promotional use at online platforms or social media</p> <p>To write script and shoot video clips for promotion of EPD partnership programmes</p> <p>To draft content and design visuals for revamp of EPD partnership programmes website</p> <p>製作多媒體內容（包括動畫）作網上平台或社交媒體宣傳用途</p> <p>寫作短劇本及拍攝短片，作環保署夥伴合作計劃宣傳用途</p> <p>更新環保署夥伴合作計劃網站，撰寫內容及設計圖像</p>	<p>3/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯗魚涌海灣街1號華懋交易廣場3樓</p>	<p>Multi-media Communications, Public Relations & Advertising, Creative Media Communications or Journalism</p> <p>多媒體傳播學；公關及廣告、創意媒體傳播學系或新聞系</p>	<p>Knowledge and skills in multimedia content production; video shooting and editing; and producing motion graphics</p> <p>Preferably with relevant experience</p> <p>具備多媒體製作、影片拍攝及剪接，以及動畫製作的知識和技能</p> <p>具備相關經驗更佳</p>
PSSIP / RSG 2	<p>Creating a GIS based air database in ArcGIS</p> <p>在 ArcGIS 中建立 GIS 空氣數據庫</p>	<p>3/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯗魚涌海灣街1號華懋交易廣場3樓</p>	<p>Computer Science, Engineering or related subjects</p> <p>計算機科學或工程相關科目</p>	<p>Preferably with knowledge on GIS, Power BI, or data analysis and visualisation</p> <p>具備地理資訊系統、Power BI 或數據分析和視覺化的知識較佳</p>
PSSIP / RSG 3	<p>Develop data analytics and visualisation tools with GIS and Power BI</p> <p>透過 GIS 和 Power BI 建立數據分析和視覺化工具</p>	<p>3/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯗魚涌海灣街1號華懋交易廣場3樓</p>	<p>Computer Science, Computer Engineering, or related subjects</p> <p>計算機科學, 計算機工程或相關學科</p>	<p>Preferably with knowledge on data analytics and visualisation tools including PowerBI and ArcGIS</p> <p>具備有關數據分析和視覺化工具（包括 PowerBI 和 ArcGIS）的知識較佳</p>
PSSIP / RSG 4	<p>Environmental monitoring and audit works of the Third Runway Project including development of Geographical Information System</p> <p>三跑環境檢察及審核，包括地理資訊系統的持續發展</p>	<p>8/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯗魚涌海灣街1號華懋交易廣場8樓</p>	<p>Engineering, Science, Town Planning or Environmental Science related subjects</p> <p>工程、科學、城市規劃或環境科學相關科目</p>	<p>Knowledge of EIA process in Hong Kong is required and additional knowledge of GIS in developing new data analytics and visualisation tools is preferred</p> <p>對香港環境評估審核過程有所認識，和具備以地理資訊系統建立新的數據分析和視覺化工具的能力者較佳</p>

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PSSIP / RWG	<p>Participate in the data management of pollution source survey at Tuen Mun Area / Tsuen Wan Area / Kwai Tsing Area / Sham Shui Po Area and develop new data analytics and visualisation tools in GIS</p> <p>參與屯門區 / 荃灣區 / 葵青區 / 深水埗區污染源調查的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具</p> <p>Or 或</p> <p>Participate in the data management of asbestos management and control and developing new data analytics and visualisation tools in GIS</p> <p>參與石棉管理及管制的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具</p>	<p>Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan</p> <p>荃灣西樓角路 38 號荃灣政府合署</p> <p>Or 或</p> <p>Southern Centre, 130 Hennessy Road, Wan Chai</p> <p>灣仔軒尼詩道 130 號修頓中心</p>	<p>Engineering, Science, or Environmental Science related subjects</p> <p>工程、科學、或環境科學相關科目</p>	<p>Preferably with knowledge on GIS in developing new data analytics and visualisation tools</p> <p>具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳</p>
PSSIP / TCO 1	<p>Clinical Waste Control Scheme - Publicity and Education</p> <p>醫療廢物管制計劃 - 宣傳及教育</p>	<p>Hopewell Centre, 183 Queen's Road East, Wan Chai</p> <p>灣仔皇后大道東 183 號合和中心</p>	<p>Science, Medical, Multimedia or related subjects</p> <p>科學、醫學、多媒體或相關科目</p>	<p>Experience in design and production of publicity materials e.g. multi-media, mini-movie, infographics etc.</p> <p>Capability in video / photo shooting / editing is preferred</p> <p>具備設計和製作宣傳品的經驗，例如多媒體、短片、資訊圖表等等</p> <p>擅長拍攝及編輯短片/相片者優先</p>
PSSIP / TCO 2	<p>Application and analysis on Chemical Waste Control Data, and Compilation and analysis of information and statistical figures related to waste import and export control of hazardous waste, waste paper and waste plastics</p> <p>化學廢物管制數據的應用及分析，以及匯編及分析有關廢物（包括有害廢物、廢紙及廢塑膠）進出口管制的資料及統計數據</p>	<p>Southern Centre, 130 Hennessy Road, Wan Chai</p> <p>灣仔軒尼詩道 130 號修頓中心</p>	<p>Environmental Management, Science, Computer, Engineering or related subjects</p> <p>環境管理、科學、電腦、工程或相關科目</p>	<p>Have good communication, presentation, problem solving skills and analytical mind, proficient in MS Office and other computer software; with experience in data analysis and database development</p> <p>具備良好的溝通、表達、解決問題和分析能力，熟練使用 MS Office 及其他電腦軟件，並有數據分析及建立數據庫的經驗</p>

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Waste Management Policy Division (廢物管理政策科)				
PSSIP / WMG 1	To assist in reviewing the design of the backend system of the Reverse Vending Machine Pilot Scheme and data analysis 協助檢討逆向自動售貨機先導計劃的後台系統的設計和數據分析	Room 601-603, 6/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay 鰂魚涌海灣街 1 號華懋交易廣場 6 樓 601-603 室	Computer Science or Information System / Technology 計算機科學或資訊系統 / 科技	Web technology, System Analysis and Design, Database Design, Programming 網頁技術、系統分析及設計、資料庫設計、程式設計
PSSIP / WMG 2	To assist in promoting and management of glass containers collection services (field work is required) 協助推廣及管理玻璃容器收集服務 (需外勤工作)	21/F, High Block, Queensway Government Offices, No. 66 Queensway 金鐘道 66 號金鐘道政府合署高座 21 樓	Environmental Management, Science, Engineering or related subjects 環境管理、環境科學、環境工程或相關科目	Proficient in common software applications, including MS Word, Excel, PowerPoint and Photoshop, and the use of social media Proficient in Chinese and English 熟識操作日常電腦應用軟件，包括 MS Word, Excel, PowerPoint and Photoshop 及運用社交媒體 通曉中、英文
PSSIP / WMG 3	To assist in reviewing the international practices / policies and waste reduction trends relating to waste management, as well as preparing research summaries and waste reduction guidelines 協助研究國際間有關於廢物管理的措施 / 政策和減廢經驗，並撰寫研究摘要和減廢指南	21/F, High Block, Queensway Government Offices, No. 66 Queensway 金鐘道 66 號金鐘道政府合署高座 21 樓	Government and Public Administration / Environmental Management / Geography and Resource Management / Social Science / Business 政府與公共行政 / 環境管理 / 地理與資源管理 / 社會科學 / 商業	Research and proposal writing skills, interest in environmental protection, outgoing character and good communication skills 具研究和策劃建議的知識技能，及對環境保護有興趣；外向及有良好溝通技巧
Water Policy Division (水質政策科)				
PSSIP / SIG	Participate in the manhole surveys of the Victoria Harbour Study and the hydrogel deployment of Drainage Services Department 參與維多利亞港研究中的沙井勘測和渠務署的水凝膠的調配	34/F floor, Hopewell Centre, 183 Queen's Road East, Wanchai 灣仔皇后大道東 183 號合和中心三十四樓	Engineering or Science 工程或科學	Fieldwork experience and engineering knowledge; and knowledge with wastewater treatment technologies is preferred 戶外工作經驗和工程知識；有污水處理技術的知識較佳

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PSSIP / WPG 1	To support the pollution load assessment in river and on-line monitoring system 支援河流污染負荷評估及在線 監測系統	Revenue Tower, 5 Gloucester Road, Wanchai 灣仔告士打道 5 號稅務大樓	Environmental Science, Environmental Management, Engineering or related subjects 環境科學、環境管 理、工程或相關科 目	Proficient in common software applications, including MS Word, Excel and PowerPoint Preferably with knowledge on database management and GIS application 熟識操作日常電腦應用軟件， 包括 MS Word, Excel 及 PowerPoint 具備數據庫管理及地理信息系 統的經驗較佳
PSSIP / WPG 2	To assist in managing the shoreline wardenship contracts and conducting analysis of the marine refuse data 協助管理海岸先鋒合約及分析 海上垃圾數據	Revenue Tower, 5 Gloucester Road, Wan Chai 灣仔告士打道 5 號稅務大樓	Science or Engineering subjects 科學或工程科目	Have good communication skill Proficient in common software applications, including MS Word, Excel and PowerPoint Basic knowledge on database management and data analysis 具備良好溝通技巧 熟識操作日常電腦應用軟件， 包括 MS Word, Excel 及 PowerPoint 具備數據庫管理及分析的基本 知識
Waste Reduction and Recycling Division (減廢及回收科)				
PSSIP / WRD 1	To assist in the management of waste paper collection, recycling services and professional inspection service To assist in the management of the Plastic Recycling Pilot Scheme Involved field works 協助管理廢紙收集，回收服務 及專業檢驗服務 協助管理塑膠回收先導計劃 需外出工作	88 Victoria Road, Kennedy Town 堅尼地城域多 利道 88 號 OR 或 Rm 1403-05, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay 鯽魚涌海灣街 1 號華懋交易 廣場 1403-05 室	Engineering, Science, Environmental Science, Environmental Management or related subjects 工程、科學、環境 科學、環境管理或 相關科目	Proficient in common software applications, including MS Word, Excel, PowerPoint Good communication skills 熟識操作日常電腦應用軟件,包 括 MS Word, Excel 及 PowerPoint 良好溝通技巧

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PSSIP / WRD 2	<p>Assist in the education and publicity programmes for promoting “bring your own bottle” in schools</p> <p>Assist in the management of contractor in installing smart water dispensers in schools</p> <p>Assist in market and technological study of smart water dispensers</p> <p>協助學校推廣「自備水樽」的教育及宣傳推廣工作</p> <p>協助管理承辦商為學校安裝智能飲水機</p> <p>協助智能飲水機市場及技術的研究</p>	<p>Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈</p>	<p>Science or Engineering subjects</p> <p>科學或工程科目</p>	<p>With good communication skill is preferred</p> <p>具備良好溝通技巧者優先</p>
PSSIP / WRDII 1	<p>To conduct researches and organise environmental education activities which are initiated by EPD Green Outreach in order to raise the awareness for the public towards waste reduction and recycling</p> <p>To assist in undertaking other duties regarding outreach services, including preparing promotional materials, processing statistical figures and devising outreaching model</p> <p>進行研究並籌辦由環保署綠展隊推行的環保教育活動，以提升公眾對減廢和回收的認識</p> <p>協助綠展隊執行其他外展服務的相關職務，包括準備宣傳資料、處理統計數據及制定外展模型</p>	<p>5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈 5 樓</p>	<p>Marketing / Public Relations / Environmental Science or other relevant subject</p> <p>營銷 / 公共關係 / 環境科學或其他相關的學科</p>	<p>Knowledge and skills on conducting market search</p> <p>Preferably with experience on organising promotion events or activities on the theme of environmental protection</p> <p>具有進行市場研究的知識和技能</p> <p>具有籌辦推廣活動或以環境保護為主題的活動經驗為佳</p>

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PSSIP / WRDII 2	<p>To assist in conducting data input/processing and research on training-related matters for the Green Outreach</p> <p>To assist in organising, conducting and participating in promotion and education workshops / game booths to arouse the public's awareness on waste reduction and recycling</p> <p>協助綠展隊進行有關培訓的數據處理及進行相關研究</p> <p>協助籌辦及參與推廣及教育工作坊 / 遊戲攤位以提升公眾對減廢及回收的認識</p>	<p>5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈 5 樓</p>	<p>Science, Engineering, Education, Social Science, Community Services, Event Marketing and Promotion or Social Work</p> <p>科學、工程、教育、社會科學、社會服務、活動推廣及宣傳或社會工作</p>	<p>Good command of spoken and written English and Chinese</p> <p>Good personality and interpersonal communication skills, self-motivation and ability to work independently</p> <p>Knowledge and experience in computer applications (such as word processing in Chinese and English, spreadsheet and presentation software, etc.)</p> <p>Preference may be given to candidates with hands-on experience in education, social work, or planning and organisation of events / publicity, preferably in environmental protection</p> <p>具備良好的中、英文會話和書寫能力</p> <p>具備良好品格及人際溝通技巧，積極主動及具備獨立工作能力</p> <p>熟悉一般電腦軟件程式，例如文字處理（中文及英文版）、試算表及簡報軟件等</p> <p>申請人如有在教育、社會工作或活動策劃及統籌 / 宣傳的實際經驗可獲優先考慮，具有與環境保護有關的經驗為佳</p>
PSSIP / WRDII 3	<p>To assist in the revamp of Source Separation of Waste Information System (SSIS) and developing new data analytics and visualisation tools in GIS from different data sources</p> <p>協助改進廢物源頭分類數據系統，並使用地理資訊系統建立新的數據分析和視覺化工具</p>	<p>1/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈 1 樓</p>	<p>Science, Engineering or Environmental Science related subjects</p> <p>工程、科學、或環境科學相關科目</p>	<p>Preferably with knowledge on GIS in developing new data analytics and visualisation tools</p> <p>具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳</p>

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PSSIP / WRDII 4	<p>To review on the use of public recycling bins</p> <p>檢討公共回收桶的使用情況</p>	<p>5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈 5 樓</p>	<p>Science or Engineering</p> <p>科學或工程</p>	<p>Good command in both Chinese and English</p> <p>Knowledge in the application of common business software, i.e. MS Word, MS Excel and MS PowerPoint</p> <p>Required to work outdoors</p> <p>中、英語文能力俱佳</p> <p>一般商業電腦軟件的應用知識，如 MS Word，MS Excel 及 MS PowerPoint</p> <p>需要在戶外工作</p>
PSSIP / WRDII 5	<p>To assist in the implementation of “Green Outreach (GO) Volunteer Programme”, including partner organisation / volunteer liaison and support, handling of enquiries about the Programme and organising activities and services for volunteers</p> <p>To assist in organising, conducting and participating in activities such as promotional / educational workshops and game booths to arouse public awareness on waste reduction and clean recycling</p> <p>To assist in undertaking other duties regarding outreaching services, including preparing promotional materials, processing statistical figures and so on</p> <p>協助推行「綠展義工計劃」，包括聯絡和支援轄下伙伴機構 / 義工、處理有關計劃的查詢及統籌義工活動及服務等工作</p> <p>協助籌辦、進行及參與推廣 / 教育工作坊及遊戲攤位等活動以提升公眾對減廢及乾淨回收的認識</p> <p>協助綠展隊執行其他外展服務，包括準備宣傳物資及處理統計數據等</p>	<p>Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈</p>	<p>Science, Social Science, Education, Event Marketing and Promotion, Social Work or Community Services</p> <p>科學、社會科學、教育、活動推廣及宣傳、社會工作或社會服務</p>	<p>Good command of spoken and written English and Chinese</p> <p>Good personality and interpersonal communication skills, self-motivation and ability to work independently</p> <p>Knowledge and experience in computer applications (such as word processing in Chinese and English, spreadsheet and presentation software, etc.)</p> <p>Preference will be given to candidates with hands-on experience in education, social work, liaison work, stakeholder engagement or planning and organisation of promotional events, preferably in environmental protection</p> <p>具備良好的中、英文會話和書寫能力</p> <p>具備良好品格及人際溝通技巧，積極主動及具備獨立工作能力</p> <p>熟悉一般電腦軟件程式，例如文字處理(中文及英文版)、試算表及簡報軟件等</p> <p>申請人如有教育、社會工作、聯絡工作、持份者參與或宣傳活動策劃及統籌方面的實際經驗可獲優先考慮，具有與環境保護有關的經驗為佳</p>

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PSSIP / WRDII 6	<p>To assist in the pre-tender work for the GREEN @ WONG TAI SIN under planning by analysing the housing and population distribution of the district, with a view to proposing a set of operation targets suitable for GREEN @ WONG TAI SIN</p> <p>To assist in the management of existing contracts of similar facilities to acquire the necessary knowledge for accomplishment of the above task</p> <p>協助計劃中的「綠在黃大仙」進行招標前的預備工作，分析黃大仙區的樓宇及人口分佈，從而為「綠在黃大仙」建議一套合適的營運指標</p> <p>協助管理已投入服務的同類設施的營辦合約，從而熟習「綠在區區」的工作性質，為上述第一項工作提供必要的知識</p>	<p>Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈</p>	<p>Science, Engineering</p> <p>科學、工程</p>	<p>Good command of spoken and written English and Chinese</p> <p>Good personality and interpersonal communication skills, self-motivation and ability to work independently</p> <p>Knowledge and experience in computer applications (such as word processing in Chinese and English, spreadsheet and presentation software, etc.)</p> <p>具備良好的中、英文會話和書寫能力</p> <p>具備良好品格及人際溝通技巧，積極主動及具備獨立工作能力</p> <p>熟悉一般電腦軟件程式，例如文字處理（中文及英文版）、試算表及簡報軟件等</p>
PSSIP / WRDII 7	<p>To assist in operational guidelines and conduct data analysis for Recycling Stores with a view to making recommendations to enhance the existing recycling operation</p> <p>To assist in the enhancement of branding for Community Recycling Network to better promote the recycling services to the public</p> <p>協助「回收便利點」制作營運指引及進行數據分析以作出建議來優化現時回收運作</p> <p>協助如何提升社區回收網絡品牌，以加強向公眾推廣回收服務</p>	<p>Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈</p>	<p>Science, Engineering</p> <p>環境科學、工程</p>	<p>Good command of spoken and written English and Chinese</p> <p>Good personality and interpersonal communication skills, self-motivation and ability to work independently</p> <p>Knowledge and experience in computer applications and data analysis (such as word processing in Chinese and English, spreadsheet and presentation software, etc.)</p> <p>具備良好的中、英文會話和書寫能力</p> <p>具備良好品格及人際溝通技巧，積極主動及具備獨立工作能力</p> <p>熟悉一般電腦軟件程式及數據分析，例如文字處理（中文及英文版、試算表及簡報軟件等）</p>

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PSSIP / WRDII 8	<p>To assist in the implementation of “Pilot on Smart Recycling System” including organising promotional / educational activities, handling enquiries etc.</p> <p>To assist in the promotional arrangement of the “Community Smart Recycling vehicle” including booking of venues, etc.</p> <p>To assist in undertaking other duties regarding the “Pilot on Smart Recycling system” including processing statistical figures, etc.</p> <p>協助推行「智能回收系統先導計劃」，包括協助籌辦推廣 / 教育活動、處理市民查詢等</p> <p>協助安排「社區智能回收車」的推廣活動，包括安排場地等</p> <p>協助執行有關智能回收系統先導計劃相關其他工作，包括處理統計數據等</p>	<p>Centre Parc, 11 Sheung Yuet Road, Kowloon Bay</p> <p>九龍灣常悅道 11 號新明大廈</p>	<p>Science, Social Science, Education, Event Marketing and Promotion, Social Work or Community Services</p> <p>科學、社會科學、教育、活動推廣及宣傳、社會工作或社會服務</p>	<p>Good command of spoken and written English and Chinese</p> <p>Good personality and interpersonal communication skills, self-motivation and ability to work independently</p> <p>Knowledge and experience in computer applications (such as word processing in Chinese and English, spreadsheet and presentation software, etc.)</p> <p>Preference will be given to candidates with hands-on experience in education, social work, liaison work, stakeholder engagement or planning and organisation of promotional events, preferably in environmental protection</p> <p>具備良好的中、英文會話和書寫能力</p> <p>具備良好品格及人際溝通技巧，積極主動及具備獨立工作能力</p> <p>熟悉一般電腦軟件程式，例如文字處理(中文及英文版)、試算表及簡報軟件等</p> <p>申請人如有教育、社會工作、聯絡工作、持份者參與或宣傳活動策劃及統籌方面的實際經驗可獲優先考慮，具有與環境保護有關的經驗為佳</p>

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Waste Infrastructure Planning Division (廢物基建規劃科)				
PSSIP / FWMG 1	To assist in feasibility studies on development of organic resources recovery facilities 協助有關有機資源回收設施發展的可行性研究	17/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay and / or other relatively remote locations for work 鰂魚涌海灣街 1 號華懋交易 廣場 17 樓及 / 或其他較偏遠 位置的地點工 作	Civil / Environmental Engineering or Environmental Science 土木 / 環境工程或 環境科學	Good communication and presentation skills, good English and Chinese writing skills, as well as computer applications and data analysis skills 良好溝通技巧及表達能力、良好中文及英文書寫能力，以及電腦應用和數據分析技能
PSSIP / FWMG 2	To assist in monitoring of the operation of the “Y.PARK” and engagement of the promotion events 協助監察“林區”的運作及推廣事宜的工作	17/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay and / or “Y.PARK” at Tsang Tsui, Tuen Mun 鰂魚涌海灣街 1 號華懋交易 廣場 17 樓及/ 或位於屯門曾 咀的“林區”	Environmental Studies 環境學系	University student in Environmental studies 修讀環境學系的大學生

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PSSIP / FWRG	<p>To assist in the planning, development and promotion of the environmental education centre of the sludge treatment facility</p> <p>協助規劃、發展和推廣廢物污泥處理設施的環境教育中心</p>	<p>EPD Office at Sludge Treatment Facility (No. 25 Nim Wan Road, Tsang Tsui, Tuen Mun)</p> <p>屯門曾咀 稔灣路 25 號 污泥處理設施 環保署辦公室</p>	<p>Marketing / Communication / Creative Media / Event Management / Science / Education</p> <p>Degree Course Year 2 to 3 Students</p> <p>市場推廣 / 傳理 / 創意媒體 / 活動策劃 / 科學 / 教育</p> <p>學士課程 2 至 3 年級學生</p>	<p>Good communication and presentation skills as well as good English and Chinese writing skills</p> <p>Applicants are required to submit with their application forms a CV outlining their education and academic achievements, relevant extra curriculum activities and working experience, and expectation on the internship of EPD</p> <p>具良好溝通技巧及表達能力以及良好中文及英文書寫能力</p> <p>申請人須在遞交申請表時提交簡歷，概述他們的教育和學業成績、相關的課外活動及工作經驗及對環保署實習的期望</p>
PSSIP / SFG 1	<p>Integrated Waste Management Facilities</p> <p>綜合廢物管理設施</p>	<p>Rm1601-03, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯪魚涌海灣街 1 號華懋交易 廣場 1601-03 室</p>	<p>Engineering (Civil, Mechanical or Environmental related) Degree Course Year 2 to 3 Students</p> <p>工程（土木，機械或環境相關）學士課程 2 至 3 年級學生</p>	<p>Knowledge on engineering and environmental monitoring</p> <p>Applicants are required to submit with their application forms a CV outlining their education and academic achievements, extra-curricular activities and expectation on the internship of EPD</p> <p>具備工程及環境監測等知識</p> <p>申請人須在遞交申請表時提交簡歷，概述他們的教育和學業成績、課外活動及對環保署實習的期望</p>

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PSSIP / SFG 2	Integrated Waste Management Facilities 綜合廢物管理設施	Rm1403, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay 鯽魚涌海灣街 1 號華懋交易 廣場 1403 室	Architectural Studies (Degree Course Year 2 to 3 Students) 建築學 (學士課 程 2 至 3 年級學 生)	Knowledge on architectural design including sustainable design and technology in buildings Applicants are required to submit with their application forms a CV outlining their education and academic achievements, extracurricular activities and expectation on the internship of EPD 具備建築設計包括可持續發展 建築及其技術等有關知識 申請人須在遞交申請表時提交 簡歷，概述他們的教育和學業 成績、課外活動及對環保署實 習的期望

Environmental Infrastructure Division (環境基建科)

PSSIP / LDG	To assist in the planning, development and management of the (North East New Territories) NENT Landfill and the NENT Landfill Extension 協助規劃、發展和管理新界東 北堆填區及其擴建 Or 或 To assist in the management of the North East New Territories (WENT) Landfill 協助管理新界西堆填區	NENT Landfill, Ta Kwu Ling 打鼓嶺新界東 北堆填區 Or 或 WENT Landfill, Nim Wan, Tuen Mun 屯門稔灣新界 西堆填區	Engineering (Civil, Mechanical or Environmental related) Degree Course Year 2 to 3 Students 工程 (土木, 機械 或環境有關) 學 士課程 2 至 3 年級 學生	Knowledge on engineering drawing, engineering design, engineering contracts, facility management, and environmental monitoring Good communication and presentation skills as well as good English and Chinese writing skills 工程圖則閱讀及繪畫, 工程設 計, 工程合約, 設施管理, 環 境監測等知識 具良好溝通技巧及表達能力及 良好中文及英文書寫能力
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PSSIP / TDG	<p>Assist in the planning, development and management of refuse transfer stations</p> <p>協助規劃、發展和管理廢物轉運站</p>	<p>EPD Office at Island West Transfer Station (No. 88, Victoria Road, Kennedy Town)</p> <p>[Note: Interns will be deployed to various other transfer stations / facilities at other locations in H.K. for work]</p> <p>堅尼地城域多利道 88 號 港島西廢物轉運站環保署辦公室 [註：實習生會被調配到位於香港其他位置的廢物轉運站/設施工作]</p>	<p>Engineering (Chemical, Civil, Mechanical, Electrical or Environmental)</p> <p>Degree Course Year 2 to 3 Students</p> <p>工程（化學，土木，機械，電機或環境）學士課程 2 至 3 年級學生</p>	<p>Knowledge on engineering drawing, engineering design, waste management and environmental monitoring</p> <p>Good communication and presentation skills as well as good English and Chinese writing skills</p> <p>工程圖則閱讀及繪畫，工程設計，廢物管理和環境監測等知識</p> <p>具良好溝通技巧及表達能力以及良好中文及英文書寫能力</p>

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Special Duties Division (特別職務科)				
PSSIP / SDD 1	<p>To review data and information collected through different waste surveys and conduct online research on issues relevant to the implementation of MSW charging. The job specification would include:</p> <p>Checking and compilation of inspection results on performance of hanging ring litter containers</p> <p>Verifying and analysis of the street waste / bulky waste survey results</p> <p>Online research on issues relevant to designated garbage bags and label</p> <p>檢視從不同廢物調查中所收集的數據及資料，進行與實施都市固體廢物收費相關議題的網上資料搜集，工作範圍包括：</p> <p>覆核及匯集廢屑掛袋表現的檢測結果</p> <p>核實及分析街道廢物及巨大垃圾調查結果</p> <p>進行與指定垃圾袋及大型廢物標籤有關的網上資料搜集</p>	<p>AIA Tower, 138 Electric Road, North Point</p> <p>北角電氣道 138 號友邦廣場</p>	<p>Science and Engineering; or Other equivalent subjects</p> <p>科學與工程；或其他同等科目</p>	<p>Proficient in common software applications, including MS Word, Excel and Powerpoint</p> <p>Proficient in Chinese and English</p> <p>Data analysis and simple statistics</p> <p>Internet research</p> <p>Basic knowledge on waste management is preferred</p> <p>熟識常用軟體應用，包括 MS Word，Excel 和 Powerpoint</p> <p>具備良好中英文水平</p> <p>資料分析和簡單統計</p> <p>互聯網研究</p> <p>具廢物管理的基本知識優先</p>

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PSSIP / SDD 2	<p>To conduct internet research and analysis of various survey and trial data with a view to obtaining insights on strategies that can further facilitate the implementation of MSW charging. The job specification would include:</p> <p>Conducting internet research on the implementation of MSW charging outside Hong Kong with focus on the legislative details and implementation strategies and analyse the findings</p> <p>Analysing the data obtained from various MSW charging trial and surveys related to waste collection practices of different premises and evaluate their implications to MSW charging implementation in Hong Kong</p> <p>透過進行網上研究及就不同調查及實踐計劃的數據進行分析，探討進一步協助都市固體廢物收費順利實施的策略，工作範圍包括：</p> <p>就香港以外地方實施都市固體廢物收費，特別針對其法例的細節及實施策略進行網上研究，並分析有關結果</p> <p>分析都市固體廢物收費實踐計劃及與不同處所廢物收集模式相關的調查之數據，並評估其對香港實施都市固體廢物收費的意義</p>	<p>AIA Tower, 138 Electric Road, North Point</p> <p>北角電氣道 138 號友邦廣場</p>	<p>Science and Engineering; or Other equivalent subjects</p> <p>科學與工程；或其他同等科目</p>	<p>Proficient in common software applications, including MS Word, Excel and Powerpoint</p> <p>Proficient in Chinese and English</p> <p>Data analysis and simple statistics</p> <p>Internet research</p> <p>Basic knowledge on waste management is preferred</p> <p>熟識常用軟體應用，包括 MS Word，Excel 和 Powerpoint</p> <p>具備良好中英文水平</p> <p>資料分析和簡單統計</p> <p>互聯網研究</p> <p>具廢物管理的基本知識優先</p>

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PSSIP / SDD 3	<p>To support finance duties, including monitoring budget, preparing monthly spending position and confirming fund availability</p> <p>To assist in drawing up user specifications and performing user acceptance tests of the Registration and Accounting System (RAS) for charging gate fee at waste facilities</p> <p>To assist on the review of audit reports submitted under the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment (WPRS)</p> <p>To update accounting procedures</p> <p>支援財務職責，包括監察預算、預備每月支出概況和確認可用資金</p> <p>協助進行註冊和會計系統上有關廢物設施徵收入閘費的用戶要求的草擬及用戶驗收測試</p> <p>協助審閱廢電器電子產品生產者責任計劃上的審計報告</p> <p>更新會計程序</p>	<p>AIA Tower, 138 Electric Road, North Point</p> <p>北角電氣道 138 號友邦廣場</p>	<p>Accounting</p> <p>會計</p>	<p>Have good analytical ability, communication and problem solving skills. Possess knowledge or experience in user acceptance test of IT systems is preferred.</p> <p>具有良好的分析能力、溝通和解決問題能力。具有資訊科技系統用戶驗收測試方面的知識或經驗者優先</p>

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PSSIP / SDD 4	<p>To assist in developing the Registration and Accounting System (RAS) for charging gate fee at waste facilities, including the following tasks:</p> <p>Understand current operation of landfill and refuse transfer station (RTS)</p> <p>Understand the proposed MSW Charging scheme and the requirements of implementing gate fee system at landfills and RTS</p> <p>To propose solutions to facilitate reception of vehicles at waste facilities using QR codes</p> <p>To propose solutions to implement paperless system at waste facilities</p> <p>To review IT contractor's submission and provide comments</p> <p>協助開發註冊和會計系統，以在廢物設施徵收入閘費。工作包括：</p> <p>了解堆填區和廢物轉運站的當前運行</p> <p>了解建議中的都市固體廢物收費計劃以及在堆填區和廢物轉運站實施入閘費制度的要求</p> <p>提出方案，以方便車輛利用 QR 碼進入廢物設施</p> <p>提出方案，以方便於廢物設施推行無紙化系統</p> <p>審核資訊科技承辦商提交的文件，並提供意見</p>	<p>AIA Tower, 138 Electric Road, North Point</p> <p>北角電氣道 138 號友邦廣場</p>	<p>Computer Science, Information Engineering or other equivalent subjects</p> <p>計算機科學，信息工程或其他同等學科</p>	<p>Have good communication, problem solving skills and analytical mind. Preferably to have an understanding of QR code specifications, workflow, technology and implemented any such technology</p> <p>具有良好的溝通、解決問題和分析能力。了解 QR 碼規格、工作流程和技術和有任何執行相關技術者優先</p>