

## **2023 Post-Secondary Student Summer Internship Programme**

### **Leisure and Cultural Services Department**

#### **(Leisure Services Branch)**

**Post No. : 2**

**Division/ Section : National Games Preparatory Office**

#### **Job Description**

- (a) To assist in conducting market research and preparing user requirement specifications documents for quotation exercises;
- (b) To assist in designing office layout, drawing layout plans and coordinating renovation works;
- (c) To assist in preparing a database for the management of inventory items;
- (d) To provide support for matters relating to recruitment and human resources; and
- (e) To assist in general administrative work.

#### **Entry Requirements**

Applicants must be permanent residents of the Hong Kong Special Administrative Region studying full-time courses in post-secondary institutions and having a good command of both Chinese and English. **Final-year students will not be considered.**

#### **Qualification**

- (1) Students who have studied course(s) of Sports and Recreation Management or equivalent.

(2) Fluency in Putonghua an advantage.

(3) Proficient in Chinese typing skill and using Microsoft Office applications (including Word and Excel).

**Employment Period:** July to August 2023

**康樂及文化事務署 (康樂事務部)**  
**2023年度專上學生暑期實習計劃**

**職位:** 2

**分科/組別:** 全國運動會籌備辦事處

**職責說明:**

- (1) 協助進行市場調查及擬備招標工作所需的用戶需求規格文件；
- (2) 協助設計辦公室間隔、繪製平面圖及統籌裝修工程；
- (3) 協助建立用於管理倉存物資的數據庫；
- (4) 支援有關聘任及人力資源事宜的工作； 及
- (5) 協助處理一般行政工作。

**入職條件:** 申請人必須為香港特別行政區永久性居民，現正於專上院校修讀全日制課程，中、英語文能力俱佳。**應屆畢業生將不獲考慮。**

**資歷:**

- (1) 曾修讀運動或康樂管理或同等學科的學生。
- (2) 操流利普通話者會獲得優先考慮。
- (3) 精通中文輸入法及Ms Office 系列的軟件(包括Word及Excel)。

**聘用期:** 二零二三年七月至八月

