

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMMEName of Bureau/Department (Division/Section): Civil Service Bureau, Civil Service CollegeNo. of Interns to be Recruited: Seven No. of Nominations: FiveDescription of Internship Programme: The summer interns will be deployed to one of the divisions / other departments -

(1) assist in designing and developing training materials and e-learning materials, including multi-media learning resources and promotional materials;

(2) assist in research and survey; and process, consolidate and analyse related data;

(3) assist in organising training activities, promotional activities and events; and/or

(4) assist in general administration work.

Programme Allow FlexibleCommencement Date: July 2022 Commencement Date: Yes/No*Period of Internship: About 2 months between July – August 2022 Working Hours: 44 Working hoursOffice Venue: 3/F-5/F, North Point Government Offices,333 Java Road, North Point, HK / others Allowance per Month: HK\$10,500**ELIGIBILITY REQUIREMENTS**Course(s)/Field(s) of Study: Pursuing a full-time Bachelor degree with major in business administration, public administration, journalism or communicationYear of Study: -Specific Knowledge/Skills: (a) Proficient in the application of Microsoft Office;(b) Possess good oral and written communication skills in both Chinese and English and a good command of Putongua; and(c) Preferably have good knowledge and skills in using image and audio/video editing software.Work Experience (if applicable): -Other Requirements (e.g. Extra-Curricular Activities) (if applicable): (a) Permanent residents of the Hong Kong Special Administrative Region; and(b) Have attained 'Level 3' or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE) or equivalent (Note: 'Grade C' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' in Chinese Language and English Language in the 2007 HKCEE and henceforth);**APPLICATION METHOD** (may choose more than one as appropriate) By E-mail By JIJIS
(By mail or by fax is also acceptable.) Submit Application Form for Post-Secondary Student Summer Internship Programme Submit Resume/Covering Letter & Resume/Others*: _____Deadline for Application (DD/MM/YYYY): 3 May 2022 Require Selection Interview: Yes/No*