Post-Secondary Student Summer Internship Programme for 2023
Request Form (Project 19)

Name of invited Institution: Hong Kong Chu Hai College

DETAILS OF INTERNSHIP PROGRAMME

Name of ~~Bureau~~/Department (Division/Section): Agriculture, Fisheries & Conservation Department (Animal Health Division / Avian Influenza Surveillance Section)

No. of Interns to be Recruited: 1   No. of Nominations: 2

Description of Internship Programme: Computer Database Management

Description of Job Nature/Duties: 1) Creating an efficient database; 2) Modifying existing data in Macro Excel; 3) Modifying the Geographic Information System (GIS); 4) Creating and updating the user manual for exist database, Macro Excel and GIS

Programme Commencement Date: Mid June 2023   Allow Flexible Commencement Date: Yes/~~No~~*

Period of Internship: 2 months   Working Hours: 44 hours per week

Office Venue: Tai Lung Experimental Station, Lin Tong Mei, Fan Kam Road, Sheung Shui, N.T.   Allowance per Month: HK$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Computer Studies related

Year of Study: In 2nd / 3rd / Final Year Study as at 1.3.2023

Specific Knowledge/Skills: 1) Proficiency in working with database system using VBA in Microsoft Office; 2) Proficiency in SQL

Work Experience(*if applicable*): N/A

Other Requirements (e.g.Extra-Curricular Activities) (*if applicable*): N/A

APPLICATION METHOD (*may choose more than one as appropriate*)

☑ By E-mail   ☑ By mail
(By fax is also acceptable.)

☑ Submit Application Form for Post-Secondary Student Summer Internship Programme

☑ Submit Covering Letter & Resume~~/Others~~*:

Deadline for Application *(DD/MM/YYYY)*: 30.03.2023   Require Selection Interview: Yes/~~No~~*

RECRUITMENT SCHEDULE (*for institution's reference only, action work plan may need to be adjusted*)

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	April 2023 – June 2023
Conducting selection interviews (if applicable)	April 2023 – June 2023
Informing applicants of the results	April 2023 – June 2023
Commencement of internship	June 2023