Post-Secondary Student Summer Internship Programme for 2023
Request Form (Project 20)

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: System database management and publicity material production

Description of Job Nature/Duties: 1) To create an efficient database; 2) To provide technical supports to the existing computer systems; 3) To utilise Adobe Illustrator and Photoshop to design graphics/ text information for various promotional/ educational materials, including posters, banners, leaflets, booklets, panels, websites and etc.; 4) To provide other general administrative supports

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: Room T213, Cheung Sha Wan, Wholesale Food Market, 36 Yen Chow Street West, Sham Shui Po, Kowloon   Allowance per Month: HK$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Major in computer studies/ design or other related fields is preferred

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

Specific Knowledge/Skills: Proficient in using MS office, Visual Basic for Applications (VBA), Adobe Illustrator and Photoshop

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 ~~Resume~~/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