

**Post-Secondary Student Summer Internship Programme for 2023
Request Form (Project 22)**

Name of invited Institution: Hong Kong Chu Hai College

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Agriculture, Fisheries & Conservation Department (Country Parks Ranger Services Division 1 / Special Project Section)

No. of Interns to be Recruited: 1 No. of Nominations: 5

Description of Internship Programme: 1) Intern will be responsible for assisting Country Parks Ranger Services Division of AFCD to develop various educational projects; 2) Intern will perform duties under the general direction of Country Parks Ranger Services Officer (Special Projects) and Senior Ranger (Special Projects); 3) Work completed in this position will provide the intern with experience and products that will be valuable contributions to their portfolio for future career pursuits.

Description of Job Nature/Duties: 1) Writing and/ or translating bilingual materials (i.e. leaflets, pamphlets, articles and panels) to help to enjoy and understand the country parks for promotion and publicity; 2) Writing bilingual interpretative signs to install along nature trails and tree walks to introduce plants and animals in the country parks and their ecology for educational purpose; 3) Performing any other related duties when required

Programme Commencement Date: July to August 2023 Allow Flexible Commencement Date: Yes/~~No~~*

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

Office Venue: 7/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Chinese and English language studies, translation, journalism and communication or related subjects

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

Specific Knowledge/Skills: 1) Proficiency in word processing software; 2) Excellent in Chinese and English writing and expression; 3) Mastery of bilingual (English to Chinese and Chinese to English) translation.

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 – July 2023
Conducting selection interviews (if applicable)	April 2023 – July 2023
Informing applicants of the results	April 2023 – July 2023
Commencement of internship	July 2023