

**Post-Secondary Student Summer Internship Programme for 2023
Request Form (Project 23)**

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: 2 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) Preparing and editing education and publicity materials or
articles; 2) Graphic design, preparing illustrative drawings for nature conservation 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: Ranger Head Office, Shing Mun Road,
Tsuen Wan, N.T. Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Multimedia Design, Graphic Design and/ or Drawing Illustration

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

Specific Knowledge/Skills: Familiar with Adobe Photoshop, Light Room, Illustrator and with
excellent drawing skills

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