

**Post-Secondary Student Summer Internship Programme  
Request Form**

Name of invited Institution: \_\_\_\_\_

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Civil Aviation Department

No. of Interns to be Recruited: Post 1: Summer Intern (Administration)      No. of  
Post 2: Summer Intern (Technical Support)      Nominations: 6 per post

Description of Internship Programme:

Post 1: Interns are mainly deployed to:

- (a) Assist in office management;
- (b) Assist in conducting research and preparing for launching a newly developed electronic system;
- (c) Assist in aviation safety promotion, designing and preparing safety promotional materials and documents;
- (d) Assist in preparation of reports and data analysis;
- (e) Assist in monitoring compliance by checking documents and follow up on outstanding documents;  
and
- (f) Assist in the development of the Air Traffic Control simulator exercises, using Excel to process data, and providing administrative support.

Post 2: Interns are mainly deployed to:

- (a) Assist in providing data support to projects;
- (b) Assist in statistical analysis;
- (c) Assist in documentation review, data management, records management, and enhancement of the systems;
- (d) Assist in developing e-forms, designing system for database and preparing statistical reports; and
- (e) Assist in the development of the Air Traffic Control simulator exercises, using Excel to process data and providing administrative support.

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Programme Commencement Date:	<u>4 July 2022</u>	Allow Flexible Commencement Date:	<u>Yes/No*</u>
Period of Internship:	<u>About 2 months</u>	Working Hours:	<u>44 hours per week</u>
Office Venue:	<u>CAD Headquarters, HK International Airport, Lantau, Hong Kong</u>	Allowance per Month:	<u>HK\$ 10,500</u>

**ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study:

Post 1: Any major subject

Post 2: Major in Information Technology / Information Engineering / Information System / Computer Science / Computing Engineering / Computing Programming / Electronics Engineering / Aviation Management / Aeronautical Engineering / Aviation relation subject

Year of Study: Not be final-year students who will complete their programme in the summer of 2022.

Specific Knowledge/Skills:

Post 1: Good command in written and spoken English and Chinese; Good knowledge of computer skills and proficiency in Microsoft Office applications; and Interest in aviation.

Post 2: Good command in written and spoken English and Chinese; Good knowledge of computer skills, programming and database management; and Interest in aviation.

Work Experience (if applicable): Nil

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Nil

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**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\*: Questionnaire on Academic Qualification