

Post-Secondary Student Summer Internship Programme Request Form

(Note: Please copy the request form to Civil Service Bureau at "csbappt@csb.gov.hk".)

Hong Kong Chu Hai College

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Civil Service Bureau, Civil Service College

No. of Interns to be Recruited: Six No. of Nominations: Eight

Description of Internship Programme: The summer interns will be deployed to one of the divisions / other departments -

(1) assist in designing and developing training materials and e-learning materials, including multi-media learning resources and promotional materials;

(2) assist in research and survey; process, consolidate and analyse related data;

(3) assist in organising training activities, promotional activities and events; and/or

(4) assist in general administration work.

Programme

Commencement Date: June to July 2023

Allow Flexible

Commencement Date: Yes/No*

Period of Internship: About 2 months between June–August 2023 Working Hours: 44 Working hours

3/F-5/F, North Point Government Offices,
333 Java Road, North Point, HK / others

Office Venue: departments

Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Pursuing a full-time Bachelor degree with major in business administration, public administration, journalism or communication

Year of Study: -

Specific Knowledge/Skills: (a) Proficient in the application of Microsoft Office;

(b) Possess good oral and written communication skills in both Chinese and English and a good command of Putonghua; and

(c) Preferably have good knowledge and skills in using image and audio/video editing software.

Work Experience (if applicable): -

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): (a) Permanent residents of the Hong Kong Special Administrative Region; and

(b) Have attained 'Level 3' or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE) or equivalent (Note: 'Grade C' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' in Chinese Language and English Language in the 2007 HKCEE and henceforth);

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*: _____

Deadline for Application (DD/MM/YYYY): 7 April 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)	Late April 2023
Conducting selection interviews (if applicable)	Early to Mid-May 2023
Informing applicants of the results	Late May to early June 2023
Commencement of internship	June to July 2023