Post-Secondary Student Summer Internship Programme
Request Form

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section):   Post (2): Computer / Information Technology Group, Operations Department, ICAC

No. of Interns to be Recruited: 2   No. of Nominations: 2

Description of Internship Programme:
- To assist in IT project administration work
- To assist in software design, development and testing
- To assist in updating technical documentations
- To assist in procurement duties

Programme Commencement Date: 3/7/2023   Allow Flexible Commencement Date: ~~Yes~~/No*

Period of Internship: 3/7/2023 to end of August 2023 (for a maximum of eight weeks)   Working Hours: 44 hours/week

Office Venue: 6th, ICAC Building, No. 303 Java Road, North Point   Allowance per Month: HK$10,500

ELIGIBILITY REQUIREMENTS

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

Full-time undergraduate students from computer science discipline

Year of Study: Year 2 / Year 3

Specific Knowledge/Skills:
(i) Possess good knowledge ins software development life cycle and IT project management; be proficient in developing and testing software modules in Microsoft environment or Android environment;
(ii) be proficient in office automation software (e.g. Microsoft Word, Excel, PowerPoint);
(iii) good command of written English and
(iv) be able to speak fluent Cantonese and English (Putonghua an advantage)

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 JIJIS
(By mail is also acceptable.)

☑ Submit Application Form for Post-Secondary Student Summer Internship Programme

☑ Submit Others*:   certificates of HKDSEE or equivalent examinations and qualification; and certificates of student status or academic transcripts

Deadline for Application *(DD/MM/YYYY)*:   3/3/2023   Require Selection Interview: Yes/~~No~~*