

## Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Hong Kong Chu Hai College

### **DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Efficiency Office, Innovation, Technology and Industry Bureau

No. of Interns to be Recruited: 76 No. of Nominations: 30

Description of Internship Programme: 1823 operates round-the-clock one-stop service to handle enquiries on behalf of 23 participating departments and complaints for the whole Government. The internship with 1823 enables students to gain valuable work experience, acquire knowledge on the services provided by various government departments and master essential customer service skills.

Programme Commencement Date: June 2023 Allow Flexible Commencement Date: Yes/No \*

Period of Internship: June to August 2023 (around 2 to 3 months) Working Hours: 44 hours/week

Office Venue: Cheung Sha Wan or Yau Ma Tei Allowance per Month: HK\$11,200

### **ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: Full-time post-secondary programmes, preferably in hospitality management or government and public administration

Year of Study: Students should have completed the first or the second year of study and not studying in or have just completed their final year of studying before the internship period commences.

Specific Knowledge/Skills: Proficiency in PC applications, including Chinese typing skill.

### **APPLICATION METHOD** (may choose more than one as appropriate)

☐ By E-mail ☐ By JIJS  
(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): 18/04/2023 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)	2 May 2023
Conducting selection interviews (if applicable)	9 May, 17 May and 23 May 2023
Informing applicants of the results	25 May 2023
Commencement of internship	5 June 2023