

## 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): Efficiency Office, Innovation and Technology Bureau

No. of Interns to be Recruited: 60 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 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: June to August 2022 (around 2 to 3 months) Working Hours: 44 hours/week

Office Venue: Kwai Chung or Yau Ma Tei Allowance per Month: HK\$10,500

### **ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: Full-time post-secondary programmes, preferably in hospitality management and 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): 11/04/2022 Require Selection Interview: Yes/No\*