

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: 12 No. of Nominations: 6

Description of Internship Programme: Summer Intern

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

Period of Internship: 2 months (3 July 2023 to 25 August 2023) Working Hours: 44 (5-day week)

Office Venue: 14/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

[Please refer to Appendix for more details.]

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

Year of Study: _____

Specific Knowledge/Skills: _____

Work Experience (if applicable): _____

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

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): 21/04/2023 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)	Mid May 2023
Conducting selection interviews (if applicable)	End May to Early June 2023
Informing applicants of the results	Mid June 2023
Commencement of internship	3 July 2023 (Mon)

Summer Intern

Duties

- Summer interns will be mainly deployed to assist in (a) conducting management consultancies for policy bureaux / departments to facilitate and implement change, accelerate innovation and technology adoption, and promote cross-sector collaboration for better services; (b) providing support on implementation of innovative programmes; and (c) providing executive support to the office operation.

Course(s)/Field(s) of Study

- Nil

Year of Study

- Full-time students studying in post-secondary programmes who will continue the study in school year 2023/24

Specific Knowledge/Skills

- Have knowledge in computer applications and research skills on the Internet; and
- Have a good command of written Chinese and English, and be able to speak fluent Cantonese and English.

Work Experience

- Nil

Other Requirements

- Nil

***Note:** Please refer to the CSB's web page for the related recruitment notice.*