

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: 2 No. of Nomination: 1

Description of Internship Programme: Summer Intern (Social Media and Content Development)

[Please refer to Appendix for more details.]

Programme Commencement Date: 17 June 2019 Allow Flexible Commencement Date: Yes/~~No~~*

Period of Internship: 2.5 months (17 June to 30 August 2019) Working Hours: (5-day week)

Office Venue: 41/F., Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong Allowance per Month: HK\$ 10,500

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 JIIS
(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): 30 April 2019 Require Selection Interview: Yes/~~No~~*

Summer Intern (Social Media and Content Development)

Duties

- (a) Assist in development of contents, including write-ups and graphic designs for Youth.gov.hk (YP) and Social Innovation and Entrepreneurship Development Fund (SIE Fund) Website and the related social media platforms;
- (b) Assist in researches on topical issues related to youth development and social innovation/entrepreneurship development for content development;
- (c) Provide support for publicity and marketing activities of YP and SIE Fund; and
- (d) Perform any other assigned duties.

Course(s)/Field(s) of Study

- Nil

Year of Study

- Full-time students of second year or above in post-secondary institutions; and
- Not studying in or having completed final year of study before the internship period commences.

Specific Knowledge/Skills

- Obtained Level 3 or above in **both** Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent (for appointment purpose, “Grade C” in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to “Level 3” in Chinese Language and English Language in the 2007 HKCEE and henceforth);
- Have basic knowledge in computer applications and research skills on the Internet;
- Preference may be given to candidates who have practical knowledge in using multimedia authoring tools e.g. Adobe Illustrator, After Effects, Photoshop, Premiere, and who have relevant administration experience of social media webpages; and
- Candidates should state in detail their specific skills and experience in the application form, including providing the web addresses of the webpages administered.

Work Experience

- Nil

Other Requirements

- Nil

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