

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): Administration & Development Special Duties Team, Food and Environmental Hygiene Department
食物環境衛生署行政及發展特別職務隊

No. of Interns to be Recruited: 4 No. of Nominations: 6

Description of Internship Programme: Summer Intern 暑期實習生

(1) To organise and conduct talks, guided tours and exhibitions for the general public to introduce and promote green burial services of the Department.

負責籌備和舉行講座、導賞團及展覽，向大眾介紹和推廣本署的綠色殯葬服務

(2) To assist in other promotional works as necessary and to perform administrative duties in the day-to-day management of the Office.

協助其他推廣工作以及執行一般日常行政工作

Programme Commencement Date: 1 June 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: June to August 2023 Working Hours: 44 hours per week, may be required to work outside the Office and/or outside normal office hours, during weekends or public holidays

Office Venue: Units 3501-3511 and 3520-3525, 35/F, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

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

Students pursuing a full-time Bachelor degree with major in Marketing, Communication, or Social Work offered by post-secondary institutions locally or overseas

為本地或海外專上院校全日制學士課程學生，主修市場營銷學科、傳播學科或社會工作學科

Year of Study: No specific preference

Specific Knowledge/Skills: Have good knowledge in computer applications, including Microsoft Office, Chinese input method, etc. 具備良好的電腦應用知識，包括 Microsoft Office 軟件，中文輸入法

Work Experience (if applicable): No specific preference

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

Possess good oral and written communication skills in both Chinese and English and a good command of Putonghua 具備良好的中、英語言和文字溝通能力，以及普通話水平良好

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): 08/05/2023 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)	From 15-17 May 2023
Conducting selection interviews (if applicable)	From 18-22 May 2023
Informing applicants of the results	30 - 31 May 2023
Commencement of internship	June 2023