

## Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: \_\_\_\_\_

### **DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Hong Kong Police Force  
Public Relations Wing  
Force Media Liaison Cadre Division

No. of Interns to be Recruited: 2 No. of Nominations: \_\_\_\_\_

Description of Internship Programme: - conduct background research and storyline design for several promotional TV programmes to project the police work to the public  
- planning of publicity campaigns for the promotional TV programmes  
- devise communication strategies of Police towards the media

Programme Commencement Date: 2023-06-26 to 2023-08-23 Allow Flexible Commencement Date: Yes/~~No~~\*

Period of Internship: 59 days Working Hours: 44 hours / week

Office Venue: 10/F, Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai Allowance per Month: HK\$11,200

### **ELIGIBILITY REQUIREMENTS**

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

Any field of study is welcomed, advantageous from disciplines of Journalism, Communications, Digital Design

Year of Study: No preference

Specific Knowledge/Skills: - Be advantageous in knowledge of digital design and social media platforms,  
- Proficient in computer software (e.g. Microsoft Word, Excel, PowerPoint),  
- Conversant in latest media/social media trend which to be beneficial to the mapping of strategies of publicity for the promotion projects,  
- Creative and possesses strong communication skills

Work Experience (if applicable): No preference

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): 14-05-2023      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)	
Conducting selection interviews (if applicable)	End of May or early June 2023
Informing applicants of the results	June 2023
Commencement of internship	Mid-June 2023