

Post-Secondary Student Summer Internship Programme Request Form

(Note: Please copy the request form to Civil Service Bureau at "csbappt@csb.gov.hk".)

Name of invited Institution: Hong Kong Chu Hai College

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Government Flying Service

No. of Interns to be Recruited: 4 No. of Nominations: 1

Description of Internship Programme: The successful candidates will work in the Engineering and/or Corporate Safety Divisions for:

1. Providing administrative support to the daily operation and various working groups of the respective units; 2. Assisting in checking/updating/verifying/preparing documentation, records and statistical data related to technical manuals/maintenance schedule matters/internal training for the respective units; and 3. Assisting in research study and handling engineering projects.

Programme Allow Flexible
Commencement Date: 3/7/2023 Commencement Date: Yes/No*

Period of Internship: 3/7/2023 – 25/8/2023 Working Hours: 44 hrs/week

Office Venue: 18 South Perimeter Road, Hong Kong International Airport, Lantau, Hong Kong Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

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

Full-time undergraduate or post-graduate programmes

Year of Study: Non final-year students

Specific Knowledge/Skills: Have good communication skills, be fluent in both written and spoken Chinese and English and proficient in using MS Office applications.

Work Experience (if applicable): N/A

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

APPLICATION METHOD (may choose more than one as appropriate)

☐ By E-mail ☐ By JIJIS
(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): 27/4/2023 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)	12-25 May 2023
Conducting selection interviews (if applicable)	9 Jun 2023
Informing applicants of the results	15-23 Jun 2023
Commencement of internship	3 Jul 2023