

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): Government Property Agency
(Leasing and Commercialisation Division)

No. of Interns to be Recruited: To be confirmed No. of Nominations: No more than 4 nominees

Description of Internship Programme: Conducting site inspections; verifying property data; and
compiling a register for commercial concession in various licenced ferry piers.

Programme Commencement Date: From June to August 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: From June to August 2023 Working Hours: 44 hours per week

Office Venue: 8/F & 9/F, South Tower, West Kowloon
Government Offices, 11 Hoi Ting Road,
Yau Ma Tei, Kowloon Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Bachelor programme in Surveying (full-time)

Year of Study: Year 2 or above

Specific Knowledge/Skills: Nominee should (a) have good knowledge of MS Word and Excel; and
(b) be acquainted with plans / drawings reading and area calculations.

Work Experience (if applicable): Nil

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

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*: Transcript(s)
(application without the required supporting
documents will not be further processed)

Deadline for Application (DD/MM/YYYY): 15 May 2023 Require Selection Interview: Yes/No*
Nil return will be assumed if we do not hear from you by then.

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)	N/A
Conducting selection interviews (if applicable)	N/A
Informing applicants of the results	Successful applicants will be informed in May / June 2023
Commencement of internship	June 2023