

**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): 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:	<u>From June to August 2022</u>	Allow Flexible Commencement Date:	<u>Yes/No*</u>
Period of Internship:	<u>From June to August 2022</u>	Working Hours:	<u>44 hours per week</u>
Office Venue:	<u>8/F &amp; 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon</u>		
		Allowance per Month:	<u>HK\$10,500</u>

**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): 25 April 2022 Require Selection Interview: Yes/No\*

Nil return will be assumed if we do not hear from you by then.

**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): Government Property Agency  
(Management Services Division)

No. of Interns to be Recruited: To be confirmed No. of Nominations: No more than 2 nominees

Description of Internship Programme: Assisting in reviewing annual reports of bureaux / departments  
(b/ds) on premises under their purview for updating of the property information database; reviewing the  
property information database for improving data integrity and accuracy; performing programming tasks  
for the standard forms of Schedules of Accommodation; compiling case statistics and uploading  
documents to the Government Property Information System; and preparing internal guidelines in order to  
support the assessment of workspace requirements submitted by various b/ds.

Programme Commencement Date: From June to August 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: From June to August 2022 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\$10,500

**ELIGIBILITY REQUIREMENTS**

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

Year of Study: Year 2 or above

Specific Knowledge/Skills: Nominee should (a) have good knowledge of MS Word, Excel and Visual  
Basic for Applications programming; and (b) be good at analysing data and rectifying data problems.

Work Experience (if applicable): Nil

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

**APPLICATION METHOD** (may choose more than one as appropriate)

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**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): Government Property Agency  
(Acquisition, Allocation & Disposal Division)

No. of Interns to be Recruited: To be confirmed No. of Nominations: No more than 5 nominees

Description of Internship Programme: Scrutinising tenancy agreements and licence agreements;  
searching for relevant rental evidence for valuation purpose; calculating the leasing areas with the aid of  
AutoCAD for leasing purpose; and assisting in tenancy documentation and record management.

Programme Commencement Date: From June to August 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: From June to August 2022 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\$10,500

**ELIGIBILITY REQUIREMENTS**

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

Year of Study: Year 2 or above

Specific Knowledge/Skills: Nominee should (a) have good knowledge of MS Word, Excel and  
AutoCAD; and (b) have basic knowledge in property market and tenancy matters.

Work Experience (if applicable): Nil

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

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## 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): Government Property Agency  
(Property Management Division)

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

Description of Internship Programme: Assisting in property management matters including site inspections; collecting and analysing data; vetting management fee budget and other documents; attending meetings; and drafting tender documents, etc.

Programme Commencement Date: From June to August 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: From June to August 2022 Working Hours: 44 hours per week

Office Venue: 38/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong Allowance per Month: HK\$10,500

### **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 have knowledge in the field of building surveying and / or property management, maintenance, relevant building laws and contract laws.

Work Experience (if applicable): Nil

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

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**Post-Secondary Student Summer Internship Programme  
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Name of invited Institution: Chu Hai College of Higher Education

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Government Property Agency  
(Project Division)

No. of Interns to be Recruited: To be confirmed No. of Nominations: No more than 1 nominee

Description of Internship Programme: Upkeeping Government site record and handling of  
surplus Government accommodation; and assisting in handling the Agency's dataset in the Common  
Spatial Data Infrastructure (CSDI) Portal, etc.

Programme Commencement Date: From June to August 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: From June to August 2022 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\$10,500

**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 maps, plans and drawings reading and area calculations.

Work Experience (if applicable): Nil

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

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Request Form**

Name of invited Institution: Chu Hai College of Higher Education

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Government Property Agency  
(Administrative Services Division)

No. of Interns to be Recruited: To be confirmed No. of Nominations: No more than 2 nominees

Description of Internship Programme: Assisting in upgrading the existing rental payment record to a digital database, reviewing supplier records and records management.

Programme Commencement Date: From June to August 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: From June to August 2022 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\$10,500

**ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: Bachelor programme (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 good at analysing data and rectifying data problems.

Work Experience (if applicable): Nil

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

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