Name of invited Institution: Chu Hai College of Higher Education					
<b>DETAILS OF INTERM</b>	NSHIP PROGRAMME				
Name of Bureau/Depart	Government (Leasing and	Government Property Agency (Leasing and Commercialisation Division)			
No. of Interns to be Rec	eruited: To be confirmed	No. of Nom	inations:	No more than	4 nominees
Description of Internshi	p Programme: <u>Conductir</u>	ng site inspections	s; verifying	g property data	; and
compiling a register for	commercial concession in v	various licenced f	erry piers.		
Programme Commencement Date:	From June to August 2022		Allow Fle Commend	exible cement Date:	Yes/ <del>No*</del>
Period of Internship:	From June to August 2022		Working Hours:	44 hour	rs per week
Office Venue:	8/F & 9/F, South Tower Government Offices, 11 Yau Ma Tei, Kowloon		•	e per Month:	HK\$10,500
ELIGIBILITY REQUI	<u>REMENTS</u>				
Course(s)/Field(s) of St	udy: <u>Bachelor programn</u>	ne in Surveying (1	full-time)		
Year of Study: Year 2	or above				
Specific Knowledge/Sk	ills: Nominee should (a)	) have good know	vledge of M	AS Word and E	Excel; and
(b) be acquainted with p	olans / drawings reading and	l area calculations	s.		
Work Experience (if app	olicable): <u>Nil</u>				
Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Nil					
<u>APPLICATION METHOD</u> (may choose more than one as appropriate)					
☑ By E-mail (By mail or by fax is als	By JIJIS to acceptable.)				
☑ Submit Application I	Form for Post-Secondary St	udent Summer In	ternship Pr	ogramme	
☑ Submit <del>Resume/Cov</del>	ering Letter & Resume/Otho	Transcript (application ers*: documents	on without	the required su be further proce	ipporting essed)
Deadline for Applicatio	n <i>(DD/MM/YYYY)</i> :25 <i>A</i>	·		ction Interview	
Nil return will be assum	ned if we do not hear from y	ou by then.			

Name of invited Institut	ne of invited Institution: Chu Hai College of Higher Education					
<b>DETAILS OF INTERN</b>	NSHIP PROGRAMME					
Name of Bureau/Depart	ment (Division/Section):	Government Property Agency (Management Services Division)				
No. of Interns to be Rec	ruited: To be confirmed	No. of Nominations:	No more than 2 nominees			
Description of Internshi	p Programme: Assisting in r	eviewing annual reports	s of bureaux / departments			
(b/ds) on premises unde	er their purview for updating of	the property information	n database; reviewing the			
property information da	tabase for improving data integ	rity and accuracy; perfo	orming programming tasks			
for the standard form	s of Schedules of Accommo	dation; compiling case	e statistics and uploading			
documents to the Gover	nment Property Information Sy	stem; and preparing int	ernal guidelines in order to			
support the assessment	of workspace requirements sub	mitted by various b/ds.				
Programme Commencement Date:	From June to August 2022	Allow Fl Commen	exible cement Date: Yes/ <del>No*</del>			
Period of Internship:	From June to August 2022	Working Hours:	44 hours per week			
Office Venue:	8/F & 9/F, South Tower, W Government Offices, 11 Ho Yau Ma Tei, Kowloon	Vest Kowloon i Ting Road, Allowand	ce per Month: HK\$10,500			
ELIGIBILITY REQUI	<u>REMENTS</u>					
Course(s)/Field(s) of St	udy: Bachelor programme in	Computer Science (full	l-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 app	olicable): <u>Nil</u>					
Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Nil						
<u>APPLICATION METHOD</u> (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/Cov	ering Letter & Resume/Others*	Transcript(s) (application without documents will not leads to the documents will not lead to the documents will not l	the required supporting 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.						

Name of invited Institut	ame of invited Institution: Chu Hai College of Higher Education					
<b>DETAILS OF INTERM</b>	NSHIP PROGRAM	ME				
Name of Bureau/Department (Division/Section):			Government Property Agency (Acquisition, Allocation & Disposal Division)			
No. of Interns to be Rec	No. of Nom	inations:	No more that	n 5 nominees		
Description of Internshi	p Programme: Scr	utinising ter	nancy agreem	ents and lic	ence agreem	nents;
searching for relevant re	ental evidence for v	aluation pur	pose; calculat	ing the leas	sing areas wi	th the aid of
AutoCAD for leasing p	urpose; and assisting	g in tenancy	documentation	on and reco	rd managem	ent.
Programme Commencement Date:	From June to Augu	ıst 2022		Allow Flea Commence	xible ement Date:	Yes/ <del>No*</del>
Period of Internship:	From June to Augu	ıst 2022		Working Hours:	44 ho	urs per week
Office Venue:	8/F & 9/F, South Government Offic Yau Ma Tei, Kowl	es, 11 Hoi	est Kowloor Ting Road	,	e per Month:	HK\$10,500
ELIGIBILITY REQUI	<u>REMENTS</u>					
Course(s)/Field(s) of St	udy: <u>Bachelor pr</u>	rogramme ir	Surveying o	r Property I	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 app	olicable): <u>Nil</u>					
Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Nil						
<u>APPLICATION METHOD</u> (may choose more than one as appropriate)						
☑ By E-mail (By mail or by fax is als	By JIJIS so acceptable.)					
☑ Submit Application l	Form for Post-Secor	ndary Studer	nt Summer In	ternship Pro	ogramme	
☑ Submit <del>Resume/Cov</del>	ering Letter & Resu	<del>.me/</del> Others*	Transcript (application documents	on without t	the required to the further pro-	supporting cessed)
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.						

Name of invited Institution: Chu Hai College of Higher Education						
DETAILS OF INTERNSHIP PROGRAMME						
Name of Bureau/Depar		ent Property Agency Management Division)				
No. of Interns to be Recruited: <u>To be confirmed</u> No. of Nominations: <u>No negative</u>					4 nominees	
Description of Internship Programme: Assisting in property management matters including site						
inspections; collecting a	and analysing data; vetting m	nanagement fee b	oudget and	other docume	nts;	
attending meetings; and	drafting tender documents,	etc.				
Programme Commencement Date:	From June to August 2022		Allow Flo	exible cement Date:	Yes/ <del>No*</del>	
Period of Internship:	From June to August 2022		Working Hours:	44 hou	rs per week	
Office Venue:	38/F, Revenue Tower, 5 (Wan Chai, Hong Kong	Gloucester Road		ce per Month:	HK\$10,500	
ELIGIBILITY REQUI	<u>REMENTS</u>					
Course(s)/Field(s) of St	udy: <u>Bachelor programm</u>	e 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 manag	gement, maintenance, relevar	nt building laws	and contra	ct laws.		
Work Experience (if app	olicable): <u>Nil</u>					
Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Nil						
APPLICATION METH	HOD (may choose more than o	ne as appropriate	)			
☑ By E-mail (By mail or by fax is als	By JIJIS so acceptable.)					
☑ Submit Application Form for Post-Secondary Student Summer Internship Programme						
☑ Submit Resume/Cov	ering Letter & Resume/Othe	Transcript (application rs*: document	on without	the required soe further proc	upporting essed)	
Deadline for Application (DD/MM/YYYY): 25 April 2022 Require Selection Interview: Yes/No*						
Nil return will be assum	ned if we do not hear from yo	ou by then.				

Name of invited Institut	ited Institution: Chu Hai College of Higher Education				
<b>DETAILS OF INTERN</b>	NSHIP PROGRAMME	G			
Name of Bureau/Department (Division/Section):  Government (Project Division)				Agency	
No. of Interns to be Recruited: <u>To be confirmed</u> No. of Nominations: <u>No more than 1</u>					1 nominee
Description of Internshi	p Programme: <u>Upkeeping Go</u>	overnment site	e record ar	nd handling of	
surplus Government acc	commodation; and assisting in h	andling the A	gency's d	ataset in the C	ommon
Spatial Data Infrastructi	ure (CSDI) Portal, etc.				
Programme Commencement Date:	From June to August 2022		Allow Flo	exible cement Date:	Yes/ <del>No*</del>
Period of Internship:	From June to August 2022		Working Hours:	44 hou	rs per week
Office Venue:	8/F & 9/F, South Tower, W Government Offices, 11 Hoi Yau Ma Tei, Kowloon		-	ce per Month:	HK\$10,500
ELIGIBILITY REQUI	<u>REMENTS</u>				
Course(s)/Field(s) of St	udy: Bachelor programme ir	n Surveying (f	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					
<u>APPLICATION METHOD</u> (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/Cov	ering Letter & Resume/Others*	Transcript (applicatio : documents	(s) n without s will not b	the required so be further proce	upporting essed)
	n <i>(DD/MM/YYYY)</i> : 25 April			ction Interview	
Nil return will be assumed if we do not hear from you by then.					

Name of invited Institut	of invited Institution: Chu Hai College of Higher Education					
<b>DETAILS OF INTERM</b>	NSHIP PROGRAI	<u>MME</u>				
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 Internshi	p Programme:	Assisting in u	ograding the	existing re	ntal payment	record to a
digital database, review	ing supplier record	ds and records	managemen	ıt.		
Programme Commencement Date:	From June to Aug	gust 2022		Allow Flo	exible cement Date:	Yes/ <del>No*</del>
Period of Internship:	From June to Aug	gust 2022		Working Hours:	44 ho	urs per week
Office Venue:	8/F & 9/F, Sour Government Off Yau Ma Tei, Kov	fices, 11 Hoi	est Kowloor Ting Road	<u>1</u>	ce per Month:	HK\$10,500
ELIGIBILITY REQUI	<u>REMENTS</u>					
Course(s)/Field(s) of St	udy: <u>Bachelor</u>	programme (f	ull-time)			
Year of Study: Year 2	or above					
Specific Knowledge/Sk	ills: Nominee	should (a) hav	ve good knov	vledge of N	MS Word and	Excel; and
(b) be good at analysing	g data and rectifyir	ng data proble	ms.			
Work Experience (if app	olicable): <u>Nil</u>					
Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Nil						
APPLICATION METH	HOD (may choose n	nore than one a	s appropriate	)		
☑ By E-mail ☐ (By mail or by fax is als	By JIJIS o acceptable.)					
☑ Submit Application I	Form for Post-Seco	ondary Studen	t Summer In	ternship Pı	rogramme	
☑ Submit <del>Resume/Cov</del>	ering Letter & Res	<del>sume/</del> Others*:	Transcript (application document	t(s) on without s will not b	the required soe further pro-	supporting cessed)
Deadline for Applicatio	n <i>(DD/MM/YYYY)</i>	: 25 April			ction Intervie	
Nil return will be assum	ned if we do not he	ear from you b	y then.			