

Summer Internship in the Home Affairs Department Request Form

Name of invited Institution: Local Tertiary Institutions

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Home Affairs Department (HAD)

No. of Interns to be Recruited: 22 No. of Nominations: Up to 4

Description of Internship Programme: assist in general office administration; organisation of projects/activities and other related matters; assist in handling of public enquiries; conduct research work and data analysis; assist in event coordination work and logistics support / arrangements; assist in handling applications and bookings for the use of facilities in Community Halls/Community Centres; and/or assist in file and records management.

Programme Commencement Date: July 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 1-2 months Working Hours: 44 hours per week

Office Venue: HAD/Any District Offices under the HAD Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

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

Full-time student of undergraduate or post-graduate programmes

Year of Study: 2 or above

Specific Knowledge/Skills: be proficient in using MS Office application; have a good command of written Chinese and English, and be able to speak fluent Cantonese and English

Work Experience (if applicable): -

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

APPLICATION METHOD (may choose more than one as appropriate)

☒ By E-mail ☐ By JIJS
(By mail or by fax is also acceptable.)

☒ Submit Application Form for Summer Internship in the Home Affairs Department

☒ Submit ~~Resume/Covering Letter & Resume/~~Others*:
1. Copies of transcript of studies
2. Official documents certifying the current student status
3. Copies of public examination certificates

Deadline for Application (DD/MM/YYYY): 04/06/2023 Require Selection Interview: Yes/No*