

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Hongkong Post – Summer Intern (Administrative Services)

No. of Interns to be Recruited: 5 No. of Nominations: 6

Description of Internship Programme:

- To provide support in matters relating to human resources management, such as employees' compensation cases, sick leave management and other personnel related matters;
- To provide support in recruitment exercises;
- To assist in records management; and/or
- To provide general administrative support.

Programme Commencement Date: Around June 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: Around 2 to 3 months from June 2022 Working Hours: 9:00 a.m. – 5:45 p.m (Mon-Thur)
9:00 a.m. – 6:00 p.m. (Fri)
(normally 44 hours per week, but may vary depending on operational needs)

Office Venue: Central Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

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

Full-time Bachelor degree students, preferably studying courses in business, public administration, human resources management, social sciences, education, English language or Chinese language.

Year of Study: Students who will take up the third or final year study in the coming academic year.

Specific Knowledge/Skills:

Applicants should:-

- (a) have a sincere working attitude;
- (b) have proficiency in oral/written communication skills in Chinese and English;
- (c) have good knowledge in using computer software including MS Excel, MS Word, MS PowerPoint and word processing;
- (d) have good analytical and organizing skills; and
- (e) have a high level of integrity and commitment.

Work Experience (if applicable): -

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

APPLICATION METHOD

The students should submit the following to us via your Student Affairs Office/Career Centre:-

- (i) Application Form for Post-Secondary Student Summer Internship Programme;
- (ii) Covering letter;
- (iii) Resume; and
- (iv) Copy of certificates of academic qualification and transcripts.

Deadline for Application (DD/MM/YYYY): 3 May 2022 Require Selection Interview: Yes/No*

Post-Secondary Student Summer Internship Programme Request Form

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DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Hongkong Post – Summer Intern (Financial Services)

No. of Interns to be Recruited: 4 No. of Nominations: 5

Description of Internship Programme:

- To assist in system development/enhancement projects;
- To assist in preparing financial analysis and audit schedules;
- To assist in records management; and/or
- To provide general administrative support.

Programme Commencement Date: Around June 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: Around 2 to 3 months from June 2022 Working Hours: 8:30 a.m. – 5:15 p.m. or 9:00 a.m. – 5:45 p.m (Mon-Thur) 8:30 a.m. – 5:30 p.m. or 9:00 a.m. – 6:00 p.m. (Fri) (normally 44 hours per week, but may vary depending on operational needs)

Office Venue: Central Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Full-time Bachelor degree students, major in accounting, information system, finance or business administration.

Year of Study: Students who will take up the third or final year study in the coming academic year.

Specific Knowledge/Skills:

Applicants should:-

- (a) have a sincere working attitude;
- (b) have proficiency in oral/written communication skills in Chinese and English;
- (c) be proficient in MS Office, MS Excel, VBA, MS Access and MS Word;
- (d) have good analytical and organizing skills; and
- (e) have a high level of integrity and commitment.

Work Experience (if applicable): -

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

APPLICATION METHOD

The students should submit the following to us via your Student Affairs Office/Career Centre:-

- (i) Application Form for Post-Secondary Student Summer Internship Programme;
- (ii) Covering letter;
- (iii) Resume; and
- (iv) Copy of certificates of academic qualification and transcripts.

Deadline for Application (DD/MM/YYYY): 3 May 2022 Require Selection Interview: Yes/No*

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Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Hongkong Post – Summer Intern (Marketing)

No. of Interns to be Recruited: 2 No. of Nominations: 3

Description of Internship Programme:

- To assist in conducting market research; and
- To provide general administrative support.

Programme Commencement Date: <u>Around June 2022</u>	Allow Flexible Commencement Date: <u>Yes/No*</u>
Period of Internship: <u>Around 2 to 3 months from June 2022</u>	Working Hours: <u>9:00 a.m. – 5:45 p.m (Mon-Thur) 9:00 a.m. – 6:00 p.m. (Fri) (normally 44 hours per week, but may vary depending on operational needs)</u>
Office Venue: <u>Central</u>	Allowance per Month: <u>HK\$10,500</u>

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Full-time Bachelor degree students, major in business, marketing, art or design related.

Year of Study: Students who will **take up the third or final year study in the coming academic year.**

Specific Knowledge/Skills:

Applicants should:-

- (a) have a sincere working attitude;
- (b) have proficiency in oral/written communication skills in Chinese and English;
- (c) have a high level of integrity and commitment;
- (d) have good knowledge in using computer software including MS Excel, MS Word and MS PowerPoint; and
- (e) statistical skills and graphic design skills are preferred.

Work Experience (if applicable): -

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

APPLICATION METHOD

The students should submit the following to us via your Student Affairs Office/Career Centre:-

- (i) Application Form for Post-Secondary Student Summer Internship Programme;
- (ii) Covering letter;
- (iii) Resume; and
- (iv) Copy of certificates of academic qualification and transcripts.

Deadline for Application (DD/MM/YYYY): 3 May 2022 Require Selection Interview: Yes/No*