

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: 3 No. of Nominations: 4

Description of Internship Programme:

- To provide support in matters relating to human resources 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 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: Around 2 to 3 months from June 2023 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\$11,200

ELIGIBILITY REQUIREMENTS

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

Full-time Bachelor degree students, preferably studying courses in business, public administration, human resources management, 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): 17/05/2023 Require Selection Interview: Yes/No*