

**Post-Secondary Student Summer Internship Programme
Request Form**

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department: Immigration Department

No. of Nominations: Maximum 3

Description of Internship Programme: Selected appointees will be responsible for: (a) producing publicity materials, including drafting posts on social media platforms, creating promotional videos and designing promotional items, (b) liaising with different stakeholders to assist in project implementation, (c) assisting in administrative tasks, including handling enquiries, and (d) providing logistic support to departmental events.

Programme Commencement Date: Around mid July 2023 Allow Flexible Commencement Date: No

Period of Internship: 6 weeks Working Hours: 44 hours per week

Office Venue: Mainly Immigration Service Institute of Training and Development, Tuen Mun/ Immigration Headquarters Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

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

Year of Study: All except final-year students

Specific Knowledge/Skills: Good command of written and spoken English and Chinese, good computer knowledge including MS Word, PowerPoint, Excel, etc.

Work Experience (if applicable): Not required

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Not required

APPLICATION METHOD (may choose more than one as appropriate)

Submit **Application Form** for Post-Secondary Student Summer Internship Programme together with a **one-page resume** through the Students Affairs offices/ Career Centres of respective institutions.

Deadline for Application (DD/MM/YYYY): 12/5/2023 Require Selection Interview: Yes

RECRUITMENT SCHEDULE (for institution's reference only, action work plan may need to be adjusted)

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	2 May 2023 to 16 May 2023
Conducting selection interviews (if applicable)	12 June 2023 to 16 June 2023(Tentative)
Informing applicants of the results	Early July 2023
Commencement of internship	10 July 2023 to 21 August 2023(Tentative)