

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

Name of invited Institution: Chu Hai College of Higher Education

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Efficiency Office, Innovation and Technology Bureau

No. of Interns to be Recruited: 12 No. of Nominations: 6

Description of Internship Programme: Summer Intern

Programme Commencement Date: 4 July 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: 2 months (4 July 2022 to 26 August 2022) Working Hours: 44 (5-day week)

Office Venue: 41/F., Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong Allowance per Month: HK\$10,500

**ELIGIBILITY REQUIREMENTS**

**[Please refer to Appendix for more details.]**

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

Year of Study: \_\_\_\_\_

Specific Knowledge/Skills: \_\_\_\_\_

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 JIIS  
(By mail or by fax is also acceptable.)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit Resume/Covering Letter & Resume/Others\*: \_\_\_\_\_

Deadline for Application (DD/MM/YYYY): 12 April 2022 Require Selection Interview: Yes/No\*

## **Summer Intern**

### **Duties**

- Summer interns will be mainly deployed to assist in (a) conducting management consultancies for policy bureaux / departments to facilitate and implement change, accelerate innovation and technology adoption, and promote cross-sector collaboration for better services; and (b) managing operations of direct public service channels / platforms to provide one-stop services, and support implementation of innovative programmes.

### **Course(s)/Field(s) of Study**

- Nil

### **Year of Study**

- Full-time students studying in post-secondary programmes; and
- Not be studying in or have just completed their final year of study before the internship period commences.

### **Specific Knowledge/Skills**

- Have knowledge in computer applications and research skills on the Internet; and
- Have a good command of written Chinese and English, and be able to speak fluent Cantonese and English.

### **Work Experience**

- Nil

### **Other Requirements**

- Nil

*Note: Please refer to the CSB's web page for the related recruitment notice.*