

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Innovation and Technology Commission

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

Description of Internship Programme: _____
 (i) To conduct research work on selected subjects ;
 (ii) To assist in event coordination work and logistics support / arrangements ;
 (iii) To assist in publicity campaigns; and
 (iv) To assist in general office administration, records management and other related matters.

Programme Commencement Date: July 2022 to August 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: Two months Working Hours: 44 hours per week inclusive of meal breaks

Office Venue: Admiralty, Wong Chuk Hang, Kwun Tong District Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

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

Full-time post-secondary students pursuing a Bachelor's degree

Year of Study: Have completed their second or third year of study under the four-year university curriculum; and not have completed or not be studying their final year of study before the internship period commences.

Specific Knowledge/Skills: Good communication skills, computer skills.

Work Experience (if applicable): Relevant experiences at school or work is preferable

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

APPLICATION METHOD (may choose more than one as appropriate)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit ~~Resume~~/Covering Letter & Resume/Others*: Please submit the completed application form, together with (i) a covering letter (including the reasons for applying for the internship and the expected achievement(s) upon participation of the programme); (ii) the applicant's resume; and (iii) copies of official transcripts.

Deadline for Application (DD/MM/YYYY): 26 May 2022 Require Selection Interview: Yes/No*