

**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): Personnel Resources Section,  
Leisure and Cultural Services Department (LCSD)

No. of Interns to be Recruited: Three No. of Nominations: Three

Description of Internship Programme: See attached Job Descriptions

Programme Commencement Date: July 2022 Allow Flexible Commencement Date: Yes

Period of Internship: One to two months Working Hours: 44 hours per week

Office Venue: LCSD venue(s) Allowance per Month: HK\$10,500

**ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study:  
Major in Business Administration, Procurement, Logistics or equivalent

Year of Study: Year 2 or 3 of Bachelor's Degree (non-final year student)

Specific Knowledge/Skills: Proficient in computer applications, Chinese MS Word and Excel

Work Experience (if applicable): Nil

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

**APPLICATION METHOD** (may choose more than one as appropriate)

**Submit Application Form for Post-Secondary Student Summer Internship Programme through Student Affairs Office/Career Centre of the respective institution.**

Deadline for Application (DD/MM/YYYY): 04/04/2022 Require Selection Interview: Yes

*\* Please delete where inapplicable*