

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Hong Kong Police Force/Lantau District

No. of Interns to be Recruited: 2 No. of Nominations: 4

Description of Internship Programme: Two interns will assist the Police and Community Relations Office (PCRO) in the implementation of summer programmes for the promotion of healthy lifestyles to the youth on Lantau Island. He/ She will design and create graphics/ videos for social media platforms, as well as statistical analysis. They will also support indoor and outdoor video productions.

Programme Commencement Date: July 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: July to September 2023 Working Hours: 44 hours per week

Office Venue: Lantau North Police Station (Tung Chung) and Outdoor Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

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

Year of Study: ANY

Specific Knowledge/Skills: Good command of English, possess good knowledge and skills in computer applications, digital design, social media platform, photo shooting and video production.

Work Experience (if applicable): Experience in community voluntary services preferable

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Applicants should be outgoing, active in participating extra-curricular activities and are willing to serve the community.

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): 2023-05-14 Require Selection Interview: Yes/No*

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)	Late May 2023
Conducting selection interviews (if applicable)	Late May 2023
Informing applicants of the results	June 2023
Commencement of internship	July 2023