

## 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  
Public Relations Wing  
Media Relation Division

No. of Interns to be Recruited: 2 No. of Nominations: \_\_\_\_\_

Description of Internship Programme: ➤ To conduct research on “OffBeat” and “OffBeat Special Editions” (e.g. identifying popular topics, reviewing the effectiveness of the current publicity plan, etc.);  
➤ To develop marketing plan to best publicize “Offbeat” and “Offbeat Special Edition”;  
➤ To assist in brainstorming and coordinating cover story for Offbeat; and  
➤ To assist in research, production and promotion of other anti-crime publications.

Programme Commencement Date: 2023-06-20 to 2023-08-18 Allow Flexible Commencement Date: Yes/~~No~~\*

Period of Internship: 60 days Working Hours: 44 hours / week

Office Venue: 10/F, Arsenal House, Police Headquarters, Allowance per Month: HK\$11,200  
No. 1 Arsenal Street, Wan Chai

### **ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: \_\_\_\_\_  
Full-time students of post-secondary institutions, from disciplines of Design, Journalism Communication or Language preferable

Year of Study: No Preference

Specific Knowledge/Skills: Knowledge in basic computer applications, proficient in Chinese and English writing; preferable if have knowledge in in computer software such as AI, Photoshop etc

Work Experience (if applicable): N/A

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

### **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): 14-05-2023 Require Selection Interview: Yes

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

<b>Action</b>	<b>Estimated Date</b>
Inviting applicants for selection interviews (if applicable)	Week 4 of May 2023
Conducting selection interviews (if applicable)	Week 1 of June 2023
Informing applicants of the results	Week 1 or 2 of June 2023
Commencement of internship	2023-06-20