

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

Name of invited Institution: \_\_\_\_\_

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Office of the Communications Authority

No. of Interns to be Recruited: 6 No. of Nominations: \_\_\_\_\_

Description of Internship Programme: Please refer to Attachment 1a

Programme Commencement Date: <u>from June to July 2023</u>	Allow Flexible Commencement Date: <u>Yes/No*</u>
Period of Internship: <u>About 2 months commencing from June or July 2023</u>	Working Hours: <u>44 hours / week</u>
Office Venue: <u>Wu Chung House, Wan Chai or Treasury Building, Sham Shui Po, Hong Kong</u>	Allowance per Month: <u>HK\$11,200</u>

**ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: Please refer to Attachment 1b

Year of Study: Please refer to Attachment 1b

Specific Knowledge/Skills: Please refer to Attachment 1b

Work Experience (if applicable): Please refer to Attachment 1b

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Please refer to Attachment 1b

**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): 3 April 2023 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)	
Conducting selection interviews (if applicable)	
Informing applicants of the results	Late May 2023
Commencement of internship	from June to July 2023