

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

Name of Invited Institution: See Distribution

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Government Department (Division/Section): Rating and Valuation Department

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

Description of Internship Programme: Assist in the design and scriptwriting work for the department's training materials including improvement on the structure and presentation of the existing videos and e-learning courses, photo-taking, incorporating drawings, photographs and other insertions with a view to achieving better audio and visual appeal to users. Duties include contributions to new ideas and innovative multimedia solutions; production of e-learning packages, animation, audio and visual videos, interactive video games, animated PowerPoint presentation or any other non-printed means.

Programme Commencement Date: Mid-June 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: About 2 months Working Hours: 9:00 am - 5:48 pm (weekdays)

Office Venue: Cheung Sha Wan Government Offices Allowance per Month: HK\$ 10,500

**ELIGIBILITY REQUIREMENTS**

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

Bachelor Degree / Higher Diploma courses in Creative Writing for Film, TV and New Media, or Creative/Digital Media, or Multimedia Technologies and Innovation or similar subjects.

Year of Study: Year 2 & 3

Specific Knowledge/Skills: Proficient in operating video recorder, scriptwriting and various computer software related to digital and image-sound media, video editing and production including Windows 10, Microsoft Office 2016, Adobe After Effects, Adobe Premiere, Adobe Audition, Adobe Illustrator and Adobe Captivate 2019, Flash, Digital Animation and Photoshop.

Working Experience (if applicable): Experience in scriptwriting and producing interactive video games and powerpoint with audio and visual effects is an advantage.

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Permanent resident in Hong Kong; knowledge in Chinese inputting; fluent in Cantonese and English.

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

By Mail       By E-mail       By Fax       By Phone       By JIIS

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit ~~Resume~~/Covering Letter & Resume/~~Others~~\*: \_\_\_\_\_

Deadline for Application (DD/MM/YYYY): 29 April 2022 Require Selection Interview: Yes/No\*