

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
Senior Police Call & Community Engagement
Section

No. of Interns to be Recruited: 1 No. of Nominations: _____

Description of Internship Programme:
 - Conduct researches and surveys
 - Design and create graphics/videos for social media platforms
 - Conduct statistical analysis for social media platforms
 - Support indoor and outdoor video productions
 - Provide logistic support in daily operations

Programme Commencement Date: 2023-07-03 to 2023-08-30 Allow Flexible Commencement Date: Yes/~~No~~*

Period of Internship: 59 days Working Hours: 44 hours / week

Office Venue: 2/F, Ex-Wan Chai Police Station,
No. 123 Gloucester Road, Wanchai Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Full-time students of post-secondary institutions from disciplines of Journalism Communication, New Media or Communication, Digital Design, Physical Education or Sports Science, Gerontology, Applied Aging Studies, Psychology or relevant programmes

Year of Study: No preference

Specific Knowledge/Skills: Microsoft Word, Microsoft PowerPoint, preferably possess skills of Adobe Photoshop, Adobe Illustrator and Adobe Premiere Pro

Work Experience (if applicable): N/A

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

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/~~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)	Between 2023-05-22 and 2023-06-16
Conducting selection interviews (if applicable)	Between 2023-05-29 and 2023-06-23
Informing applicants of the results	On or before 2023-06-23 (Friday)
Commencement of internship	2023-07-03 (Monday)