

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
Training & Media Support Section

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

Description of Internship Programme: To assist in the following duties:
 ➤ Implementing Good Citizen Award (GCA) exhibitions at different large-scale shopping malls;
 ➤ Organizing a number of visits to Public Relations Wing;
 ➤ Conducting event planning & research;
 ➤ Designing graphics/videos for social media platforms
 ➤ Supporting indoor and outdoor video/photo productions
 ➤ Providing logistic support in daily operations

Programme Commencement Date: 2023-07-04 to 2023-08-31 Allow Flexible Commencement Date: Yes/~~No~~*

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

Office Venue: 10/F, Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai 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 or New Media or Creative Media or Design preferable

Year of Study: No Preference

Specific Knowledge/Skills: Knowledge in computer applications, digital design and video production; proficient in Chinese and English writing; proficient in computer software such as AI, Photoshop, Microsoft Word, Excel and PowerPoint etc

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Experience in organisation of events preferable

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)	May / June 2023
Conducting selection interviews (if applicable)	May / June 2023
Informing applicants of the results	June 2023
Commencement of internship	2023-07-04