

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Hong Kong Chu Hai College

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Training Section, Food and Environmental Hygiene Department
食物環境衛生署訓練組

No. of Interns to be Recruited: 1 No. of Nominations: 2

Description of Internship Programme: Summer Intern 暑期實習生

1. To assist in producing webpages and/or videos for internal training, including designing the webpages, the compilation of script, planning and shooting of the videos, post-shooting production and compilation of training notes.
協助製作內部培訓網頁及/或影片，包括：網頁設計、為影片撰寫劇本、計劃及拍攝、後期製作和撰寫培訓筆記。
2. To provide administrative support related to the implementation of training programmes.
提供與培訓項目有關的行政支援。

Programme Commencement Date: <u>July 2023</u>	Allow Flexible Commencement Date: <u>Yes/No*</u> 44 hours per week,
Period of Internship: <u>Around 8 weeks</u>	Working Hours: <u>Monday to Friday</u>
Office Venue: <u>Lai Chi Kok Government Offices, 19 Lai Wan Road, Kowloon</u> <u>九龍荔灣道 19 號荔枝角政府合署</u>	Allowance per Month: <u>HK\$11,200</u>

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Full-time post-secondary students majoring in Creative Media, Multimedia Design or equivalent fields.
主修創意媒體、多媒體設計或相關學科的專上學院全日制學生。

Year of Study: Preferably have completed the second year of study.
已完成第二年課程將獲優先考慮。

Specific Knowledge/Skills: Have experience in producing videos, including script writing, shooting and using video editing software.
製作影片的經驗，包括撰寫劇本、拍攝及使用影片編輯軟件。

Work Experience (if applicable): No specific preference

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Fluent in spoken Cantonese and good Chinese and English reading and writing skill.
操流利粵語及具有良好中文及英文閱讀及書寫能力

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*:

- (1) Title and duration of two videos produced during the last 2 years, a viewing link of these videos and the role of the candidate in producing these videos.
在最近兩年曾經參與製作的其中兩套影片的名稱及長度，在製作該影片時的崗位，以及網上瀏覽連結。
- (2) An essay of around 300 words in Chinese on the reasons of applying for this post and what he/she could contribute.
撰寫一篇約三百字的中文稿件，說明申請這個職位的原因和可以作出的貢獻。

Deadline for Application (DD/MM/YYYY): 03/05/2023

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)	02/06/2023
Conducting selection interviews (if applicable)	12-16/06/2023
Informing applicants of the results	23/06/2023
Commencement of internship	03/07/2023