Post-Secondary Student Summer Internship Programme
Request Form

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section):   Post (1): Training & Development Group, Operations Department, ICAC

No. of Interns to be Recruited: 3   No. of Nominations: 2

Description of Internship Programme:
- To assist in organizing courses and training programmes for officers of ICAC
- To assist in the production of training materials and knowledge management products
- To conduct research on selected legal topics
- To assist in procurement and budgeting duties
- To provide logistics support to Training & Development Group

Programme Commencement Date: 3/7/2023   Allow Flexible Commencement Date: ~~Yes~~/No*

Period of Internship: 3/7/2023 to end of August 2023 (for a maximum of eight weeks)   Working Hours: 44 hours/week

Office Venue: 6th, ICAC Building, No. 303 Java Road, North Point   Allowance per Month: HK$10,500

ELIGIBILITY REQUIREMENTS

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

Full-time undergraduate students from any discipline

Year of Study: In the penultimate year of studies

Specific Knowledge/Skills:
(i) Possess good knowledge of and skills in computer applications, digital design;
(ii) social media platforms, photo shooting and video production; and
(iii) be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint, Adobe Illustrator, Adobe Premiere Pro and Final Cut Pro)

Work Experience *(if applicable)*:   N/A

Other Requirements (e.g. Extra-Curricular Activities) *(if applicable)*:   N/A

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

☑ By E-mail   ☐ By JIJIS
(By mail is also acceptable.)

☑ Submit Application Form for Post-Secondary Student Summer Internship Programme

☑ Submit Others*:   certificates of HKDSEE or equivalent examinations and qualification; and certificates of student status or academic transcripts

Deadline for Application *(DD/MM/YYYY)*:   3/3/2023   Require Selection Interview: Yes/~~No~~*