

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

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Civil Aviation Department

No. of Interns to be Recruited: Post 1: Summer Intern (Administration) No. of
Post 2: Summer Intern (Technical Support) Nominations: 6 per post

Description of Internship Programme: _____

Post 1: Interns are mainly deployed to:

- (a) Assist in office management;
- (b) Assist in conducting research and preparing for launching a newly developed electronic system;
- (c) Assist in aviation safety promotion, designing and preparing safety promotional materials and documents;
- (d) Assist in preparation of reports and data analysis;
- (e) Assist in monitoring compliance by checking documents and follow up on outstanding documents; and
- (f) Assist in the development of the Air Traffic Control simulator exercises, using Excel to process data, and providing administrative support.

Post 2: Interns are mainly deployed to:

- (a) Assist in providing data support to projects;
- (b) Assist in statistical analysis;
- (c) Assist in documentation review, data management, records management, and enhancement of the systems;
- (d) Assist in developing e- form, designing system for database and preparing statistical reports; and
- (e) Assist in the development of the Air Traffic Control simulator exercises, using Excel to process data and providing administrative support.

Programme		Allow Flexible	
Commencement Date:	3 July 2023 (Tentative)	Commencement	Yes/No*
		Date:	
Period of Internship:	About 2 months	Working	44 hours per week
		Hours:	
Office Venue:	CAD Headquarters, HK International Airport, Lantau, Hong Kong	Allowance	HK\$10,500
		per Month:	

ELIGIBILITY REQUIREMENTS

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

Post 1: Any major subject

Post 2: Major in Information Technology/ Information Engineering/ Information System / Computer Science/ Computing Engineering/ Computing Programming/ Electronics Engineering/ Aviation Management / Aeronautical Engineering / Aviation relation subject

Year of Study: Not be final-year students who will complete their programme in the summer of 2023.

Specific Knowledge/Skills: _____

Post 1: Good command in written and spoken English and Chinese; Good knowledge of computer skills and proficiency in Microsoft Office applications; and Interest in aviation.

Post 2: Good command in written and spoken English and Chinese; Good knowledge of computer skills, programming and database management; and Interest in aviation.

Work Experience (if applicable): Nil

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

APPLICATION METHOD (may choose more than one as appropriate)

☒ By E-mail ☐ By JIJS
(By mail or by fax is also acceptable.)

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

☒ Submit Resume/Covering Letter & Resume/Others*: Questionnaire Academic Qualification

Deadline for Application (DD/MM/YYYY): 17 March 2023 Require Selection Interview: Yes/No*