

## Post-Secondary Student Summer Internship Programme 2019

If you are interested in any particular vacancies, please follow the application procedures as specified in the table below to apply for the jobs. Some jobs accept applications via the Internet. Please click "Apply" to access those functions.

### [Application Form](#)

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Civil Service Bureau, Civil Service Training and Development Institute	Summer Interns	To assist in: 1. Designing and developing training materials and e-learning materials, including multi-media learning resources and promotional materials; 2. Research and survey; and process, consolidate and analyse related data; 3. Organizing training activities, promotional activities and events 4. General administration work.	Commencement Date: Late June – mid July 2019	About 2 months	a) Be permanent residents of the Hong Kong Special Administrative Region;  b) Field(s) of Study: Business Administration or Public Administration  c) Year of Study: Non-final year  d) Specific Knowledge/Skills: 1. Proficient in the application of Microsoft Office; 2. Possess good oral and written communication skills in both Chinese and English and a good command of Putonghua; 3. Preferably have good knowledge and skills in using image and audio/video editing software.	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form	23 Apr 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Civil Service Bureau, Civil Service Training and Development Institute	Summer Interns	To assist in: 5. Designing and developing training materials and e-learning materials, including multi-media learning resources and promotional materials; 6. Research and survey; and process, consolidate and analyse related data; 7. Organizing training activities, promotional activities and events 8. General administration work.	Commencement Date: Late June – mid July 2019	About 2 months	<ul style="list-style-type: none"> <li>e) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>f) Field(s) of Study: Business Administration or Public Administration</li> <li>g) Year of Study: Non-final year</li> <li>h) Specific Knowledge/Skills: <ul style="list-style-type: none"> <li>4. Proficient in the application of Microsoft Office;</li> <li>5. Possess good oral and written communication skills in both Chinese and English and a good command of Putonghua;</li> <li>6. Preferably have good knowledge and skills in using image and audio/video editing software.</li> </ul> </li> </ul>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form	23 Apr 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Civil Service Bureau, Civil Service Training and Development Institute	Summer Interns	To assist in: 9. Designing and developing training materials and e-learning materials, including multi-media learning resources and promotional materials; 10. Research and survey; and process, consolidate and analyse related data; 11. Organizing training activities, promotional activities and events 12. General administration work.	Commencement Date: Late June – mid July 2019	About 2 months	<ul style="list-style-type: none"> <li>i) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>j) Field(s) of Study: Business Administration or Public Administration</li> <li>k) Year of Study: Non-final year</li> <li>l) Specific Knowledge/Skills: <ul style="list-style-type: none"> <li>7. Proficient in the application of Microsoft Office;</li> <li>8. Possess good oral and written communication skills in both Chinese and English and a good command of Putonghua;</li> <li>9. Preferably have good knowledge and skills in using image and audio/video editing software.</li> </ul> </li> </ul>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form	23 Apr 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Correctional Services Department	Summer Interns	<p>To assist in:</p> <p>13. Conducting researches of various services provided by the Department.</p> <p>14. Reviewing various prison services and exploring feasibility for services enhancement</p> <p>15. Liaising with non-government organizations for provision of rehabilitation services</p>	Commencement Date: Early July 2019	About 2 months	<p>m) Be permanent residents of the Hong Kong Special Administrative Region;</p> <p>n) Field(s) of Study: Any.</p> <p>o) Year of Study: Non-final year</p> <p>p) Specific Knowledge/Skills: Good command of written and spoken English and Chinese, good computer knowledge including MS Word, PowerPoint, Excel, etc.</p>	HK\$10,500 per month	<p>Submit below document to SAO counter (B4-G/F-01):</p> <ol style="list-style-type: none"> <li>1. Application form</li> <li>2. A short essay not less than 300 words in English, specifying the reason of applying for the internship programme, and expected achievement upon participation of the programme.</li> </ol>	23 Apr 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Efficiency Office	Summer Interns	To assist in: 16. Handling enquiries on behalf of 22 participating departments and complaints for the whole Government. 17. Preparing statistical reports.	Commencement Date: June 2019	About 2 to 3 months	<ul style="list-style-type: none"> <li>q) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>r) Field(s) of Study: preferably in hospitality management and government and public administration.</li> <li>s) Year of Study: Non-final year</li> <li>t) Specific Knowledge/Skills: <ul style="list-style-type: none"> <li>1. Proficiency in PC applications, including Chinese typing skill.</li> </ul> </li> </ul>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form	16 Apr 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Education Bureau	Summer Intern (English Language Education)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Request_Form_2019_ELE.pdf">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Request_Form_2019_ELE.pdf</a>				HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form	15-Apr-19
	Summer Intern (Liberal Studies)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Request_Form_2019_LS.pdf">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Request_Form_2019_LS.pdf</a>					Submit below document to SAO counter (B4-G/F-01): 1. Application form	
	Summer Intern (Physical Education)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Request_Form_2019_PE.pdf">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Request_Form_2019_PE.pdf</a>					Submit below document to SAO counter (B4-G/F-01): 2. Application form 3. Cover Letter 4. Resume	

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Leisure and Cultural Services Department	Summer Interns	To assist in: Create artwork for various design projects undertaken by the design team of the Information and Public Relations Section for use of the Department.	Commencement Date: July 2019	About 2 months	<ul style="list-style-type: none"> <li>u) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>v) Field(s) of Study: Major in Graphic Design/Visual Communication or equivalent</li> <li>w) Year of Study: Higher Diploma, Associate Degree or Bachelor degree (non-final year student)</li> <li>x) Specific Knowledge/Skills:               <ul style="list-style-type: none"> <li>2. Proficient in graphic design software, such as Photoshop, Indesign and Illustrator etc and have good sense of photography</li> </ul> </li> </ul>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 5. Application form	12 Apr 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Census and Statistics Department	Summer Interns (No. 1 - Business Expectation Statistics Section)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-1_BE-EUHK.doc">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-1_BE-EUHK.doc</a>				HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 6. Application form  Time schedule of selection interview: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Time-schedule-for-selection-interview.pdf">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Time-schedule-for-selection-interview.pdf</a>	10 Apr 2019
	Summer Interns (No. 2 - Employment Statistics and Central Register of Establishments Section)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-2_EC-EUHK.doc">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-2_EC-EUHK.doc</a>						
	Summer Interns (No. 3 - Electronic Statistical Services Delivery Section)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-3_ESS-EUHK.docx">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-3_ESS-EUHK.docx</a>						
	Summer Interns (No. 4 - Logistics and Producer Prices Statistics Section)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-4_LP-EUHK.doc">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-4_LP-EUHK.doc</a>						
	Summer Interns (No. 5A - Labour Surveys Section (1))	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-5A_LS1-EUHK.doc">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-5A_LS1-EUHK.doc</a>						
	Summer Interns (No. 5B - Labour Surveys Section (1))	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-5B_LS1-EUHK.doc">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-5B_LS1-EUHK.doc</a>						
	Summer Interns (No. 6 - Labour Surveys Section (2))	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-6_LS2-EUHK.doc">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-6_LS2-EUHK.doc</a>						
	Summer Interns (No. 7 - Statistical Information Dissemination Section)	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-7_SID-EUHK.docx">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-7_SID-EUHK.docx</a>						
	Summer Interns (No. 8 - Wages and Labour Costs Statistics Section (2))	Please refer to the below link: <a href="http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-8_WL2-EUHK.doc">http://www.eduhk.hk/sao/wp-content/uploads/2016/01/Job-No.-8_WL2-EUHK.doc</a>						



Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Department of Health	Summer Interns	To assist in: <ol style="list-style-type: none"> <li>1. Proofreading and updating health education materials;</li> <li>2. Designing and producing health education / public health-related publications / teaching materials / promotion activities materials;</li> <li>3. organizing public health promotion activities;</li> <li>4. Proofreading and updating health education information on webpages of Department of Health;</li> <li>5. make suggestions on dissemination of health information on social media /Internet; and</li> <li>6. maintenance support to information system acceptance testing and system nursing.</li> </ol>	Commencement Date: June or early July 2019	About 2 months	y) Be permanent residents of the Hong Kong Special Administrative Region; z) Field(s) of Study: Major in Multi-media, Film, Media Arts or Design related subjects aa) Year of Study: Not Specified bb) Specific Knowledge/Skills: <ol style="list-style-type: none"> <li>3. Good command in written and spoken English and Chinese;</li> <li>4. Good knowledge of computer operation and IT applications</li> <li>5. Be familiar with Chinese and English word processing;</li> <li>6. Be proficient in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, CorelDraw, PageMaker, Premiere Pro and/or Flash, HTML, etc.</li> </ol>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 7. Application form	28 Mar 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Civil Aviation Department	Summer Interns (Technical Support)	To assist in: 7. Electronic engineering project activities; 8. Office administration, record/data management and revising requirements for aircraft certification; 9. Developing and enhancing information systems and databased; or 10. Operating the pseudo-pilot workstations of the Air Traffic Control Simulators after training.	Commencement Date: 2 July 2019	About 2 months	cc) Be permanent residents of the Hong Kong Special Administrative Region;  dd) Field(s) of Study: Major in Information Technology/Information Engineering/Information System/Computer Science/Computer Engineering/Computer Programming/Electronics Engineering/Aviation Management/Aeronautical Engineering/Aviation related subject.  ee) Year of Study: Not Specified  ff) Specific Knowledge/Skills: Good command in written and spoken English and Chinese; good knowledge of computer skills, programming and database management; and interest in aviation.	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form 2. <u>Questionnaire on Academic Qualification</u>	1 April 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Civil Aviation Department	Summer Interns (Administration)	To assist in: 11. Office management; 12. Conducting research and performing user acceptance test on newly developed electronic system; 13. Operating the pseudo-pilot workstations of the Air Traffic Control Simulators after training.	Commencement Date: 2 July 2019	About 2 months	gg) Be permanent residents of the Hong Kong Special Administrative Region;  hh) Field(s) of Study: Any major subject  ii) Year of Study: Not Specified  jj) Specific Knowledge/Skills: Good command in written and spoken English and Chinese; good knowledge of computer skills, proficiency in Microsoft Office applications; and interest in aviation.	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form 2. <a href="#">Questionnaire on Academic Qualification</a>	1 April 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Agriculture, Fisheries and Conservation Department (Technical Services Division)	Summer Interns (Project 14)	To assist in: 14. collecting, sorting, preserving and maintaining herbarium specimens; 15. specimen scanning and updating the database of herbarium; 16. proofreading of publications and assist in photo refining work 17. field data collection & processing.	Commencement Date: Early Jun 2019	3 months	kk) Be permanent residents of the Hong Kong Special Administrative Region;  ll) Field(s) of Study: Ecology, Biology, Environmental Science, Geography & Resource Management or equivalent.  mm) Year of Study: Year 2 or above  nn) Specific Knowledge/Skills: Knowledge in ecology, plant biology/ botany, taxonomy, photo retouching and graphic design.	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 3. Application form 4. Resume	25 March 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Agriculture, Fisheries and Conservation Department (Farm Development Division)	Summer Interns (Project 9)	To assist in promoting local farm development through the use of social media, video filming, conducting publicity and related studies/ surveys.	Commencement Date: 3 Jun 2019	3 months	<ul style="list-style-type: none"> <li>a) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>b) Field(s) of Study: Journalism/ Communication / Film study/ related subjects</li> <li>c) Completion of Year 3 study will be an advantage</li> <li>d) Specific Knowledge/Skills: Knowledge in photo &amp; video shooting, editing and production, in graphic design using Photoshop/ other programmes. Any materials or portfolio to demonstrate their experience in creativity or design could be an advantage.</li> </ul>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form 2. Resume	25 March 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Agriculture, Fisheries and Conservation Department (Farm Development Division/ Crop Farm Development Section)	Summer Interns (Project 8)	To assist in data input, data analysis, set up and maintain social media platform and revamp the computer database	Commencement Date: 3 Jun 2019	3 months	<ul style="list-style-type: none"> <li>a) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>b) Field(s) of Study: Computer Science or related subjects</li> <li>c) Completion of Year 3 study will be an advantage</li> <li>d) Specific Knowledge/Skills: Adequate knowledge in MS computer software (Word, Excel, Powerpoint, Access, Acrobat, etc.), knowledge and experience in setting up and administering FB, Instagram, Tweeter, and other common social media platform.</li> </ul>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form 2. Resume	25 March 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Agriculture, Fisheries and Conservation Department (Farm Development Division/ Crop Farm Development Section)	Summer Interns (Project 7)	To assist in conducting preparative, analytical work and data analysis of vegetable and environmental samples (eg. soil, water)	Commencement Date: 3 Jun 2019	3 months	<ul style="list-style-type: none"> <li>a) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>b) Field(s) of Study: Applied or Natural Science or related subjects (eg. Chemistry, Food Science etc)</li> <li>c) Completion of Year 2 study will be an advantage</li> <li>d) Specific Knowledge/Skills: Basic laboratory knowledge in chemical and physical analysis</li> </ul>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Application form 2. Resume	25 March 2019

Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Environmental Protection Department	Summer Interns	Please refer to the <u>attachment</u>	Jun-Aug 2019	8 weeks	a) Be permanent residents of the Hong Kong Special Administrative Region; b) For other requirements, please refer to the <u>attachment</u>	HK\$10,500 per month	Submit below document to SAO counter (B4-G/F-01): 1. Copies of transcript of studies 2. Official document certifying the current student status 3. Short essay of 400 words giving views and recommendations on the problems, suggestions or promotions of environmental protection in Hong Kong 4. Application form (Please mark down the Job code on the application form and one form for one vacancy)	13 March 2019



Name of Bureau/ Department (Division/ Section)	Title of Intern Vacancy Applied For	Job Duties	Internship Period	Internship Duration	Eligibility Requirements	Allowance	Application Method	Deadline of Application
Home Affairs Department	Summer Intern	1.To translate Chinese into English and vice versa 2. To perform other language related duties; and 3. To perform other duties as assigned by supervisors.	Mid Jun 2019	8 weeks	<ul style="list-style-type: none"> <li>a) Be permanent residents of the Hong Kong Special Administrative Region;</li> <li>b) Full-time students of undergraduate programmes studying translation in Chinese and English;</li> <li>c) Third year of undergraduate studies and not be graduating in the 2018/19 academic year</li> <li>d) Good knowledge of Microsoft Word and Chinese character input method</li> <li>e) Good command of written Chinese and English;</li> <li>f) Be able to speak fluent Cantonese and English.</li> </ul>	HK\$9,800 per month	Submit below document to SAO counter (B4-G/F-01): <ul style="list-style-type: none"> <li>1. Copies of transcript of studies</li> <li>2. Official document certifying the current student status</li> <li>3. Short essay (in Chinese / English) of no more than 300 words explaining “why you want to apply for this position”</li> <li>4. Application form</li> </ul>	15 March 2019