

Hong Kong Police Force 香港警務處

Post-Secondary Student Summer Internship Programme 2022

專上學生暑期實習計劃 2022

Summer Intern (Narcotics Bureau 2)

暑期實習生 (毒品調查科 2)

Entry Requirements 入職條件：

Applicants should 申請人必須 –

- (a) be permanent residents of the Hong Kong Special Administrative Region;
為香港特別行政區永久性居民；
- (b) be full-time students of post-secondary institutions;
為專上院校全日制學生；
- (c) possess good knowledge of and skills in general office computer applications (Note: preferably be proficient in graphic design, graphic and video editing); and
具備良好的一般辦公室電腦應用知識及技巧 (註：通曉圖像設計、圖像處理及影片剪輯將獲優先考慮)；以及
- (d) be proficient in Chinese and English writing and be able to speak fluent Cantonese and English.
具良好中英文書寫能力及操流利粵語和英語。

Duties 職責：

- To design and create graphics/videos
設計及製作圖像和影片
- To assist in organising anti-drugs promotional activities
協助籌辦禁毒活動
- To provide logistic support in daily operations
為日常工作提供後勤支援
- To perform any other duties as assigned by senior officers
執行上級指派的任何職務

Place of Work 工作地點： Wanchai 灣仔

Allowance : HK \$10,500 per month

津貼： 每月港幣 10,500 元

Employment Period 聘用期：

July to August 2022 (2022 年 7 月至 8 月)

How to Apply 申請手續：

- (a) Hong Kong students studying in local post-secondary institutions should apply through the Student Affairs Offices/Career Centres of their respective institutions. You are advised to note the deadlines set by the respective institutions.

就讀於本地專上院校的學生須經所屬院校的學生事務處/就業輔導中心遞交申請。請留意所屬院校訂出的截止報名日期。

- (b) Students studying in non-local post-secondary institutions should send e-mail to <<ip-sip-int-1e-nb@police.gov.hk>> to obtain the application form. Completed application form should be sent to the address below on or before the closing date for applications (according to postmark). Applicants should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Mail items bearing insufficient postage will NOT be received by us and will be handled by the Hong Kong Post in accordance with the Post Office Ordinance. Candidates who are not invited for interview by 17 June 2022 may assume that their applications are unsuccessful.

在海外專上院校就讀的學生，應電郵<<ip-sip-int-1e-nb@police.gov.hk>>以索取申請書。填妥的申請書須於截止申請日期或之前寄往下列地址(以郵戳為準)。申請人請在投寄前確保郵件已貼上足夠郵資，以避免申請未能成功遞交。所有郵資不足的郵件將不會郵遞到下列地址並會由香港郵政根據郵政署條例處理。如申請人於 2022 年 6 月 17 日前仍未接獲面試通知，則可視作經已落選。

Address 地址：

18/F, Narcotics Bureau, West Wing Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai

灣仔軍器廠街 1 號 警察總部 警政大樓西翼 18 樓 毒品調查科

Enquiry Telephone 查詢電話：

[Tel. No. 2860 8919](tel:28608919)

Closing Date for Applications 截止申請日期：17.5.2022 (2022 年 5 月 17 日)