

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 (Human Resources Branch - Inspectorate Officers Division)

暑期實習生 (人力資源科 - 督察級人員組)

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 computer applications and be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint); and
具備良好的電腦應用知識及技巧並通曉相關軟件 (如 Microsoft Word、Excel、PowerPoint)；以及
- (d) be able to speak fluent Cantonese and English.
操流利粵語及英語。

Duties 職責：

- 1. To conduct researches on how multinational companies/ local home brands formulate career development path for their employees
研究跨國公司/本土品牌如何為員工制定職涯規劃
- 2. To study the human resources planning and human resources management hierarchy of multinational companies/ local home brands
研究跨國公司/本土品牌的人力資源規劃及管理層次
- 3. To assist in data analysis and statistical research
協助數據及統計分析
- 4. To assist in effective record and resource management
協助制定有效的文件及資源管理
- 5. To provide logistic support in daily operations
為日常工作提供後勤支援

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：

Students studying in local or overseas post-secondary institutions should download the application form at the website of the Civil Service Bureau –

Post-Secondary Student Summer Internship Programme

(<https://www.csb.gov.hk/english/admin/appoint/782.html>).

Completed application form together with other supporting documents (if any) should be sent to eo-2-hr@police.gov.hk by email.

在本地或海外專上院校就讀的學生，請到公務員事務局專上學生暑期實習計劃互聯網站 (<https://www.csb.gov.hk/english/admin/appoint/782.html>) 下載申請書。填妥的申請書連同其他證明文件(如有)須於截止申請日期或之前電郵至 eo-2-hr@police.gov.hk。

Late applications will not be considered. Candidates who are not invited for interview by mid July 2022 may assume that their applications are unsuccessful.

逾期申請，恕不受理。如申請人於 2022 年 7 月中前仍未接獲面試通知，則可視作經已落選。

Address 地址：

Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai

灣仔軍器廠街 1 號 警察總部 警政大樓

Enquiry Telephone 查詢電話：2860 2169

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