

## **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 (Tseung Kwan O District - Police Community Relations Office)**

#### **暑期實習生 (將軍澳警區 - 警民關係組)**

#### **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 and completed 2<sup>nd</sup> year of undergraduate degree programme;  
為專上院校已完成第二年學士學位課程的全日制學生；
- (c) be an outspoken person and interested in outdoor activities;  
性格開朗及喜愛戶外活動；
- (d) possess good knowledge of and skills in computer applications, digital design, social media platforms, photo shooting and video production and be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint); and  
具備良好的電腦應用、數碼設計、社交媒體平台、攝影和影片製作知識及技巧並通曉相關軟件 (如 Microsoft Word、Excel、PowerPoint)；以及
- (e) be able to speak fluent Cantonese and English.  
操流利粵語及英語。

#### **Duties 職責：**

- To assist in planning and organising summer activities related to Senior Police Call/ Junior Police Call/ Non-Ethnic Chinese (e.g. visits to disciplined services units, sport and art events, multi-cultural anti-crime campaigns);
- To conduct researches and surveys;
- To design and create graphics/videos for social media platforms;
- To conduct statistical analysis for social media platforms;
- To support indoor and outdoor video productions;
- To provide logistic support in daily operations; and
- To assist in the organisation of activities for promoting community engagement.
  
- 協助籌備及組織與將軍澳警區耆樂警訊/少年警訊/非華裔人士相關的暑期活動(例如參觀紀律部隊,體育及藝術活動,多元文化及反罪惡活動)；
- 進行研究及調查；
- 為社交媒體平台設計及製作圖像和影片；

- 為社交媒體平台進行數據分析；
- 協助室內及戶外影片拍攝；
- 為日常工作提供後勤支援；以及
- 協助組織活動推動社群參與。

**Place of Work 工作地點：** Tseung Kwan O 將軍澳

**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 document (if any) should be sent to << [jpc-lo-tkodist@police.gov.hk](mailto:jpc-lo-tkodist@police.gov.hk) >> by email.

在本地或海外專上院校就讀的學生，請到公務員事務局的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 << [jpc-lo-tkodist@police.gov.hk](mailto:jpc-lo-tkodist@police.gov.hk) >> 。

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

逾期申請，恕不受理。如申請人於 2022 年 6 月底前仍未接獲面試通知，則可視作經已落選。

**Address 地址：**

Room 1104, 110 Po Lam Road North, Tseung Kwan O Police Station, Kowloon

九龍 寶琳北路 110 號 將軍澳警署警署 11 樓 1104 室

**Enquiry Telephone 查詢電話：**

[3661 0718](tel:36610718)

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