

Post-Secondary Student Summer Internship Programme 2023

專上學生暑期實習計劃 2023

Summer Intern (Public Relations Wing - Force Media Liaison Cadre Division)

暑期實習生 (公共關係部 – 警察傳媒聯絡隊)

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 student of post-secondary institutions (be advantageous from disciplines of Journalism, Communications, or Digital Design);
為專上院校的全日制學生(新聞、傳播或數碼設計學系為佳)；
- (c) possess practical knowledge of digital design and social media platforms;
具備數碼設計和社交媒體平台的使用知識；
- (d) be conversant in latest media / social media trend (for mapping publicity strategies);
熟悉最新媒體/社交媒體趨勢 (以制定項目宣傳策略)；
- (e) be proficient in computer software (e.g. Microsoft Word, Excel, PowerPoint);
具備良好的電腦應用知識 (如 Microsoft Word、Excel、Powerpoint)；
- (f) be creative and possess strong communication skills; and
具備創意及良好溝通能力; 以及
- (g) be able to speak fluent Cantonese and English.
操流利粵語及英語。

Duties 職責：

To conduct research on the following areas –

- conduct background research and storyline design for several promotional TV programmes to project the police work to the public
- planning of publicity campaigns for the promotional TV programmes
- communication strategies between police units and the media

進行下列研究 –

- 為多個宣傳電視節目進行背景研究和故事設計，以向公眾宣傳警察工作
- 策劃電視節目的宣傳工作
- 警察與媒體之間的溝通策略

Place of Work 工作地點： Wanchai 灣仔

Allowance : HK \$11,200 per month

津貼： 每月港幣 11,200 元

Employment Period 聘用期：

June to August 2023 (2023 年 6 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 download the application form at the website of 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 the address below or oc-gr-pr@police.gov.hk by email 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 end of June 2023 may assume that their applications are unsuccessful.

在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/tc_chi/admin/appoint/782.html) 下載申請書。填妥的申請書連同其他相關文件等(如有)須於截止申請日期或之前寄往下列地址(以郵戳為準)或電郵至 oc-gr-pr@police.gov.hk。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 2023 年 6 月底前 仍未接獲面試通知，則可視作經已落選。

Address 地址：

Public Relations Wing, 11/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai
灣仔軍器廠街 1 號 警察總部 警政大樓 11 樓 公共關係部

Enquiry Telephone 查詢電話：

3660 4546 / 2860 6154

Closing Date for Applications 截止申請日期： 17.5.2023 (2023 年 5 月 17 日)