

Hong Kong Police Force 香港警務處

Post-Secondary Student Summer Internship Programme 2023

專上學生暑期實習計劃 2023

Summer Intern (Public Relations Wing – Media Relations Division)

暑期實習生 (公共關係部 – 傳媒關係分課)

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, preferably from disciplines of Journalism, Communication or Language;
為專上院校全日制學生，新聞、傳播或語文學系的學生將獲優先考慮；
- (c) possess good knowledge in computer applications; and
具備良好的電腦應用知識；以及
- (d) be able to speak fluent Cantonese and English.
操流利粵語及英語。

Duties 職責：

- To conduct research for “OffBeat”, “OffBeat Special Edition” and other publicity materials
為警聲、警聲特刊及其他宣傳品作資料搜集
- To develop marketing plan to publicise “Offbeat” and “Offbeat Special Edition”
制定營銷計劃以宣傳“警聲”和“警聲特刊”
- To assist in research, production and promotion of other anti-crime publications
協助研究、製作及推廣其他防罪刊物
- 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 \$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 7189 / 2860 6154

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