

**Post-Secondary Student Summer Internship Programme 2023**

**專上學生暑期實習計劃 2023**

**Summer Intern (Public Relations Wing – Senior Police Call and Community Engagement Section)**

暑期實習生 (公共關係部 - 耆樂警訊及社區聯絡組)

**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 from disciplines of Journalism, Communication, New Media or Communication, Digital Design, Physical Education and Sports Science, Gerontology, Applied Aging Studies, Psychology or relevant programmes;  
為專上院校新聞、傳播學、新媒體或傳播、數碼設計、體育及運動科學、老人學、應用老年學、心理學或相關學科學系的全日制學生；
- (c) 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, Power Point etc.); 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 等）；以及
- (d) be able to speak fluent Cantonese and English.  
操流利粵語及英語。

**Duties 職責：**

- To conduct researches and surveys  
進行研究及調查
- To design and create graphics/videos for social media platforms  
為社交媒體平台設計及製作圖像和影片
- To conduct statistical analysis for social media platforms  
為社交媒體平台進行數據分析
- To support indoor and outdoor video productions  
協助室內及戶外影片拍攝
- 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：**

July to August 2023 (2023 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 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](mailto: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](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](mailto: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：**

2828 7451 / 2828 7452 / 2860 6154

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