

Hong Kong Police Force 香港警務處

Post-Secondary Student Summer Internship Programme 2024

專上學生暑期實習計劃 2024

Summer Intern (Ngau Tau Kok Division – Kai Tak Development Area)

暑期實習生(牛頭角分區 – 啟德發展區)

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 2nd 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) possess good analytical and English writing skills;
具備良好的分析和英語寫作能力；
- (d) be able to speak fluent Cantonese and English;
操流利粵語及英語；
- (e) possess knowledge of research methodology;
具備研究方法的知識；
- (f) exercise good command of computer skills (including Excel, Word, PowerPoint etc.);
and
熟悉電腦技巧（包括 Excel、Word、PowerPoint 等）；以及
- (g) be proficient in computer graphic design (knowledge of Adobe Photoshop or Illustrator is a plus).
精通電腦平面設計（具有 Adobe Photoshop 或 Illustrator 知識者將獲優先考慮）。

Duties 職責：

- To conduct research and analysis on policing concerns regarding the traffic management and upsurging crime trend in Kai Tak Development Area, which necessitate a strategic and visible police presence and services for deterrence of crime and quick responses to emergencies
對啟德發展區的交通管制和罪案上升趨勢的警務問題進行研究和分析，探究需要透過策略性調配前線警力及警政服務應對的問題，以阻止罪案及對緊急情況即時作出最快捷的回應
- To conduct relevant statistical analysis and compile statistical tables and charts
進行相關的統計分析，編製統計圖表
- To design relevant graphics and presentation packages
設計相關的圖像和簡報材料

Place of Work 工作地點： Kai Tak 啟德

Allowance : HK \$11,200 per month

津貼： 每月港幣 11,200 元

Employment Period 聘用期：

July to August 2024 (2024 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 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 ip-sip-tfsu-ktct-ntkdiv@police.gov.hk by email on or before the closing date for applications.

在本地或海外專上院校就讀的學生，請到公務員事務局互聯網站的專上學生暑期實習計劃 (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電郵至 ip-sip-tfsu-ktct-ntkdiv@police.gov.hk。

Late applications will not be considered. Candidates who are not invited for interview by end of June 2024 may assume that their applications are unsuccessful.

逾期申請，恕不受理。如申請人於 2024 年 6 月底前 仍未接獲面試通知，則可視作經已落選。

Address 地址：

No. 105 Concorde Road, Kai Tak, Kowloon

九龍啟德 協調道 105 號

Enquiry Telephone 查詢電話：

[3661 0346](tel:36610346)

Closing Date for Applications 截止申請日期： 16.5.2024 (2024 年 5 月 16 日)