

Hong Kong Police Force 香港警務處

Post-Secondary Student Summer Internship Programme 2025

專上學生暑期實習計劃 2025

Summer Intern (Conditions of Service and Discipline Branch - Police Quartering Division)

暑期實習生(服務條件及紀律科 - 警察宿舍組)

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 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) be an outspoken person and interested in outdoor activities;
性格開朗及喜愛戶外活動；
- (d) possess good knowledge in computer applications and basic graphic design skills; and
具備良好的電腦應用知識及基本平面設計技能；以及
- (e) be able to speak fluent Cantonese and English.
操流利粵語及英語。

Duties 職責：

- To understand the development of Electric Vehicle Charging Facilities (EVCFs) in Hong Kong under the green policy and implementation of EVCFs for Police Quarters
- To assist in the preparation of the project work
- To coordinate with different stakeholders, including Architectural Services Department, Electrical and Mechanical Services Department, Government Property Agency, service contractors and representatives from staff associations
- To have an understanding of the preparation of quotation and tender documents, as well as procedures under Stores and Procurement Regulations for the installation of EVCFs in Police Quarters
- To attend meetings with stakeholders from other departments
- To participate in joint site visits with representatives from various departments to discuss the installation of EVCFs at different sites
- To understand the requirements of the potential bidders for the project
- To assist in compiling reports for submission to senior officers

- 了解在香港綠色政策下香港電動車充電設施的發展情況，以及在警察宿舍實施安裝該設施的具體安排
- 協助籌備該項目的工作

- 與不同持份者協調相關工作，包括建築署、機電工程署、政府產業署、服務承辦商及職員協會代表
- 認識《物料供應及採購規例》內有關為警察宿舍安裝電動車充電設施而編製報價表/招標文件的要求及程序
- 參與跨部門持份者的會議
- 與各部門代表進行聯合實地考察，就場地安裝電車充電設施的事宜進行商討
- 了解該項目潛在投標者的要求
- 協助撰寫相關報告以提交予上級人員匯報工作進度

Place of Work 工作地點： Kowloon Bay 九龍灣

Allowance : HK \$11,500 per month

津貼： 每月港幣 11,500 元

Employment Period 聘用期：

July to August 2025 (2025 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 eo-q-ip@police.gov.hk by email on or before the closing date for application.

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 eo-q-ip@police.gov.hk。

Late applications will not be considered. Candidates who are not invited for interview by end of May 2025 may assume that their applications are unsuccessful.

逾期申請，恕不受理。如申請人於 2025 年 5 月底前 仍未接獲面試通知，則可視作經已落選。

Address 地址：

Room 403B, 4/F, Ex-Kowloon East Operational Base, No. 2 Siu Yip Street, Kowloon
香港九龍灣 兆業街 2 號 前東九龍行動基地 4 樓 403B 室

Enquiry Telephone 查詢電話：

3661 6382

Closing Date for Applications 截止申請日期： 6.5.2025 (2025 年 5 月 6 日)