

## 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 (Kowloon East Region - Regional Missing Person Unit)

#### 暑期實習生(東九龍總區 - 失蹤人口調查組)

#### 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, preferably from disciplines of Public Relations, Advertising, Communications, Creative Media or any other disciplines related to Digital Marketing/Video Production;  
為專上院校全日制學生，公共關係、廣告、傳理學、創意媒體或其他與數碼推廣/影片製作有關的學系者更佳；
- (c) proficient in the application of Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Illustrator and InDesign and AI;  
熟悉 Microsoft Word、Excel、PowerPoint、Adobe Photoshop、Illustrator、InDesign 及 AI 軟件的操作；
- (d) possess with experience in digital marketing, video production and event organisation;  
and  
具備數碼推廣、影片製作及組織活動的經驗；以及
- (e) be able to speak fluent Cantonese, English and Putonghua.  
操流利粵語，英語及普通話。

#### Duties 職責：

- To assist in developing/updating the contents of projects and promotional materials, including brochures, flyers, booklets, leaflets, video production and editing, etc.  
協助制定/更新推廣計劃的內容及宣傳素材，包括小冊子、傳單、影片製作及剪輯等
- To assist in content update (e.g. artwork and production) of the department's website and various social media platforms, and assist in executing and monitoring results for digital marketing initiatives and implement measures to drive website traffic and social media followers  
協助更新部門網站(例如圖像及製作)及各社交媒體的內容，並協助執行數碼推展計劃和監察其結果，以及推行措施以提高網站流量和社交媒體追隨者
- To assist in support of activities/events (including coordination with external agencies, preparation of invitation letters and other relevant tasks, etc.)  
協助為活動提供支援(包括與外部機構協調、擬備邀請信，以及其他相關工作等)

- To assist in follow up work on contacts generated from events (e.g. post-event reports and update information and activity records)  
協助對活動中收集的聯絡資料進行跟進工作(例如活動後報告以及更新資訊和活動記錄)
- To perform any other duties as assigned  
執行其他受指派的職務

**Place of Work 工作地點：** Kai Tak 啟德

**Allowance :** HK \$11,500 per month

**津貼：** 每月港幣 11,500 元

**Employment Period 聘用期：**

Mid of July to end of August 2025 (2025 年 7 月中至 8 月底)

**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 [rmpu-ke-1@police.gov.hk](mailto:rmpu-ke-1@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](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 [rmpu-ke-1@police.gov.hk](mailto:rmpu-ke-1@police.gov.hk)。

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

逾期申請，恕不受理。如申請人於 2025 年 6 月底前 仍未接獲面試通知，則可視作經已落選。

**Address 地址：**

Missing Person Unit Kowloon East Region, 16/F, Kowloon East Regional Headquarters, No. 105 Concorde Road, Kai Tak, Kowloon

九龍啟德 協調道 105 號 東九龍警察總部 16 樓 東九龍總區失蹤人口調查組

**Enquiry Telephone 查詢電話：**

3661 0316

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