

## 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 (Operations Kowloon West - Emergency Unit Kowloon West)

暑期實習生(西九龍總區行動部 - 西九龍衝鋒隊)

#### 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 2<sup>nd</sup> 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 with collaborative mindset;  
性格開朗及能團隊協作；
- (d) possess good knowledge in computer applications and proficient in at least one video editing software; and  
具備良好的電腦應用知識及熟悉至少一款影片剪輯軟件；以及
- (e) possess basic filming and video editing skills.  
具備基礎影片拍攝與剪輯能力。

#### Duties 職責：

- To assist the Operations & Training Team of Emergency Unit Kowloon West (EU KW) in indoor/ outdoor filming (e.g. events, interviews, training sessions, etc.)
- To edit and process raw video footage from sources such as news clips, aerial view from drone footage or other media for training purposes
- To trim, organise and enhance footage to create concise and impactful training materials
- To add subtitles, annotations or graphics to improve clarity and engagement
- To ensure videos are formatted and optimised for sharing across various platforms or training programs
- To collaborate with EU KW Operations & Training Team to align the edited contents with training objectives and guidelines
- 協助西九龍衝鋒隊(行動及訓練小隊)進行室內外拍攝(例如: 活動紀錄、訪談、培訓現場等)
- 編輯並處理來自新聞片段、無人機空拍畫面或其他媒體的原始影片素材，以供訓練使用

- 剪輯、整理並強化影片內容，以製作簡潔且具影響力的訓練教材
- 添加字幕、註解或圖像，以提升影片的清晰度與吸引力
- 確保影片格式正確並進行優化，以便在不同平台或訓練課程中分享
- 與西九龍衝鋒隊(行動及訓練小隊)合作，確保編輯內容符合訓練目標與方針

**Place of Work 工作地點：** Prince Edward Road West, Kowloon 九龍太子道西

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

津貼：每月港幣 11,500 元

**Employment Period 聘用期：**

June to July 2025 (2025 年 6 月至 7 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-sup-eu-kw@police.gov.hk](mailto:ip-sip-sup-eu-kw@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

[ip-sip-sup-eu-kw@police.gov.hk](mailto:ip-sip-sup-eu-kw@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 317, 3/F, Emergency Unit Kowloon West, 142 Prince Edward Road West, Kowloon

九龍 太子道西 142 號 西九龍衝鋒隊 3 樓 317 室

**Enquiry Telephone 查詢電話：**

[3661 8404](tel:36618404)

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