

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 (Public Relations Wing - Support Division) 暑期實習生(公共關係部 - 支援組)

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 Communication, Marketing, New Media, Creative Media, Design, Digital Design or related faculties;
為專上院校全日制學生，傳播學、市場學、新媒體、創意媒體、設計、數碼設計學系的學生將獲優先考慮；
- (c) possess good knowledge in computer applications; and
具備良好的電腦應用知識；以及
- (d) be able to speak fluent Cantonese and English.
操流利粵語及英語。

Duties 職責：

- To assist in the preparation, organisation and execution of the Public Relations (PR) events organised by PR Wing
協助籌備及執行公共關係部所組織之公關活動
- To assist in the preparation, organisation and coordination of staff gatherings and community events hosted by the Commissioner's office
協助籌備人員聚會及處長辦公室所主辦的社區活動
- To assist in organising a number of visits to PR Wing
協助安排不同團體或人士到公共關係部參觀
- To assist in designing and producing publicity materials
協助設計及製作宣傳物品
- To assist in the preparation and provide logistic support to the relocation of PR Wing offices
協助籌備公共關係部辦公室之搬遷事宜並提供支援
- 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 \$11,500 per month

津貼： 每月港幣 11,500 元

Employment Period 聘用期：

June to August 2025 (2025 年 6 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 by post or oc-gr-pr@police.gov.hk by email on or before the closing date for applications (according to postmark if by post). 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 2025 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) 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。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 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：

11/F, Public Relations Wing, 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：

2860 6199 / 2860 6154

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