

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 (Personnel Services and Staff Relations Branch – Welfare Services Group)

暑期實習生(人事服務及職員關係科 – 福利服務課)

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 good at communication skill and polite with strong sense of responsibility;
具良好溝通技巧、誠懇有禮及富責任心；
- (d) possess good knowledge in computer and multimedia applications; and
具備良好的電腦及多媒體應用知識；以及
- (e) be able to speak fluent Cantonese and English.
操流利粵語及英語。

Duties 職責：

- To assist in organising and implementing activities and programmes related to welfare projects
- To assist in designing posters, pamphlets, other publicity materials and souvenir for the programs related to welfare projects
- To conduct research and analysis on related welfare projects
- 協助及推行福利項目相關活動
- 協助設計福利項目相關活動之海報、小冊子、宣傳品及紀念品
- 統計及分析福利項目相關活動之評估

Place of Work 工作地點： Sham Shui Po 深水埗

Allowance : HK \$11,500 per month

津貼： 每月港幣 11,500 元

Employment Period 聘用期：

One month between July and August 2025 (2025 年 7 月至 8 月為期一個月)

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 afwo-k-4@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 afwo-k-4@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：

4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon
九龍長沙灣道 303 號 長沙灣政府合署 4 樓

Enquiry Telephone 查詢電話：

2304 1401 / 2304 1402

Closing Date for Applications 截止申請日期：13.5.2025 (2025 年 5 月 13 日)