

## **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 (Service Quality Wing - Complaints Against Police Office New Territories)**

**暑期實習生(服務質素監察部 - 新界投訴警察課)**

#### **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 from disciplines of Communication, New Media or Communication and Digital Design;  
為專上院校傳播學、新媒體或傳播及數碼設計學系的全日制學生；
- (c) possess good knowledge in computer applications, including video editing software (e.g., Adobe Premiere Pro and Final Cut Pro) and graphic design tools (e.g., Photoshop and After Effects); and  
具備良好的電腦應用知識，包括影片編輯軟件(如 Adobe Premiere Pro 和 Final Cut Pro)和圖像設計工具(如 Photoshop 和 After Effects)；以及
- (d) be able to speak fluent Cantonese and English.  
操流利粵語及英語。

#### **Duties 職責：**

To execute the following core tasks –

- Collaborate with team members to work on the project of complaint-prevention videos
- Communicate with service provider to coordinate production schedules and logistics
- Conduct research on complaint prevention and contribute ideas to the production
- Participate in video production and scriptwriting
- Assist with general administrative duties related to the project

執行以下主要工作 –

- 與團隊共同製作預防投訴影片
- 與服務供應商溝通以協調製作時間表和物流
- 進行有關預防投訴的研究及為影片製作提供意見
- 參與影片製作及劇本寫作
- 協助與項目有關的一般行政事務

**Place of Work 工作地點：** Tai Po 大埔

**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：**

- (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 send e-mail to [ip-sip-nt4a-capo-nt@police.gov.hk](mailto:ip-sip-nt4a-capo-nt@police.gov.hk) to obtain the application form. Completed application form should be sent to the address below by post on or before the closing date for applications (according to postmark). 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 the end of June 2025 may assume that their applications are unsuccessful.

在海外專上院校就讀的學生，應電郵 [ip-sip-nt4a-capo-nt@police.gov.hk](mailto:ip-sip-nt4a-capo-nt@police.gov.hk) 以索取申請書。填妥的申請書須於截止申請日期或之前寄往下列地址(以郵戳為準)。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：**

Complaints Against Police Office (New Territories), 5/F, South Wing, New Territories North Regional Police Headquarters, 6 On Po Lane, Tai Po, New Territories

新界大埔 安埔里六號 新界北總區警察總部南翼 5 樓 投訴警察課辦事處(新界)

**Enquiry Telephone 查詢電話：**

[3661 3241](tel:36613241)

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