

## **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 - Research and Inspections Branch)**

#### **暑期實習生(服務質素監察部 - 研究及監察科)**

#### **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;  
為專上院校的全日制學生；
- (c) have a genuine interest in service quality and project management;  
對服務質素及項目管理感興趣；
- (d) possess good knowledge in computer applications;  
具備良好的電腦應用知識；
- (e) be able to speak fluent Cantonese and English, and  
操流利粵語及英語；以及
- (f) preferably from disciplines of Social Science, Public Administration, Statistics or Computer Science.  
修讀社會科學、公共行政、統計學或電腦科學者將獲優先考慮。

#### **Duties 職責：**

The successful applicant will need to perform the following tasks:

- To conduct research on various Information and Communications Technology solutions adopted in report room operations and their data analysis
- To review triage processes to optimise efficiency and service quality, driving data-informed policy improvements
- To analyse report room usage patterns to facilitate manpower decision making
- Other duties as directed

成功獲聘者將需要執行以下工作 –

- 對報案室運作中採用的各類資訊及通訊科技方案進行研究及數據分析
- 評估分流程序以提升效率及服務質素，推動數據導向的政策優化
- 分析報告室使用模式，以助制定人力資源配置決策
- 其他獲委派的工作

**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：**

July to August 2025 (2025 年 7 月至 8 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-ib-1-sq@police.gov.hk](mailto:ip-sip-ib-1-sq@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-ib-1-sq@police.gov.hk](mailto:ip-sip-ib-1-sq@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：**

41/F, Service Quality Wing Research and Inspections Branch, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong

香港灣仔 告士打道 7 號 入境事務大樓 41 樓 服務質素監察部研究及監察科

**Enquiry Telephone 查詢電話：**

[3660 7664](tel:36607664)

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