

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 - Service Standards Bureau)
暑期實習生(服務質素監察部 - 服務標準課)

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;
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 self-motivated and able to work independently; and
自發幹勁並能獨立工作；及
- (f) preferably have knowledge in computer graphic editing and design.
具電腦圖像編輯及設計知識者將獲優先考慮。

Duties 職責：

The successful applicant will need to perform the following tasks: -

- Logistics arrangements for the theme setting for “Living-the-Values workshops”
- Administration on daily submission of Police Staff Suggestions Scheme and Force entries of Civil Service Outstanding Service Award Scheme
- Liaison and coordination with both external and internal stakeholders
- Design, editing and other administrative work
- Organisation of promotion events
- Research on ad-hoc projects
- Other duties as directed

成功獲聘者將需要執行以下工作 –

- 「價值觀工作坊」主題設定的後勤工作
- 管理警隊建議書計劃的日常建議及公務員優質服務獎勵計劃的警隊申請
- 與警隊內外持份者進行聯絡及協商
- 設計、編輯及其他行政工作
- 統籌宣傳活動
- 臨時專案研究
- 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-ss-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) 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-ss-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, Immigration Tower, 7 Gloucester Road, Wan Chai, 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

Enquiry Telephone 查詢電話：

[3660 7655](tel:36607655)

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