

## **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 (Tai Po District - Police Community Relations Office)**

#### **暑期實習生(大埔警區 - 警民關係組)**

#### **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 and completed 2<sup>nd</sup> 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) possess good communication and interpersonal skills;  
具備良好溝通及人際技巧；
- (d) possess good knowledge in computer applications and basic graphic design skills (Proficiency in computer graphic design, digital video shooting and editing will be an advantage);  
具備良好的電腦應用知識及基本平面設計技能 (能掌握電腦平面設計、數碼影片拍攝及編輯者優先)；
- (e) be able to speak fluent Cantonese and English; and  
操流利粵語及英語；以及
- (f) be willing to work on weekends.  
願意在週末工作。

#### **Duties 職責：**

- To assist in planning and organising summer activities related to Senior Police Call (SPC)/Junior Police Call (JPC) (e.g. sport and cultural events, visits and anti-crime campaigns)
- To promote SPC/JPC via social media platforms
- To design and create graphics/ videos
- To provide logistic support in daily operations of Police Community Relations Office
- 協辦與大埔警區耆樂警訊/少年警訊相關的暑期活動(例如體育及文藝活動、各項參觀活動及反罪惡活動)
- 使用社交媒體平台宣傳耆樂警訊/少年警訊
- 圖像及影片設計及製作
- 就警民關係組辦公室日常運作提供支援

**Place of Work 工作地點：** Tai Po and Sheung Shui 大埔及上水

**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 e-mail address of [sslo-1-tpdist@police.gov.hk](mailto:sslo-1-tpdist@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 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 [sslo-1-tpdist@police.gov.hk](mailto:sslo-1-tpdist@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：**

Room 1104, Tai Po Police Station, No. 4 On Po Lane, Tai Po, New Territories  
新界大埔 安埔里 4 號 大埔警署 11 樓 1104 室

**Enquiry Telephone 查詢電話：**

3661 3584

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