

EDUCATION BUREAU 教育局

Post-Secondary Student Summer Internship Programme 2021 專上學生暑期實習計劃 2021

Post Title : Summer Intern (Applied Learning)

職位名稱：暑期實習生(應用學習)

Section 組別： Applied Learning Section / Curriculum Development Institute
應用學習組/課程發展處

General Requirements 入職條件：

Applicants should 申請人須 -

- (a) be permanent residents of Hong Kong Special Administrative Region;
是香港特別行政區永久性居民；
- (b) be full-time students of post-secondary institutions (except final year graduates);
是專上院校全日制學生(應屆畢業生除外)；
- (c) studying information technology / social sciences related subjects, and/or studied the senior secondary Applied Learning courses;
正修讀與資訊科技或社會科學有關的課程，及/或曾修讀高中應用學習課程；
- (d) possess good analytic and problem-solving skills;
具備分析及解難能力；
- (e) have good command of written and spoken Chinese and English; and
擁有良好的中英文寫作及口語能力；以及
- (f) have good command of information technology knowledge.
擁有良好的資訊科技知識。

Duties 職責：

To provide administrative support to 為以下項目提供行政支援：

- (a) projects/promotional activities related to Applied Learning;
與應用學習相關的項目／宣傳活動；
- (b) data management and analysis; and
數據管理及分析；以及
- (c) other administrative and technical duties.
其他行政及技術支援工作。

Place of Work 工作地點：

Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong
九龍塘沙福道 19 號教育局九龍塘教育服務中心

Employment Period 聘用期：Mid-June – mid-August 2021 (2021 年 6 月中月至 8 月中)

Allowance : \$10,500 per month

津貼 : 每月 10,500 元

Terms of Appointment: Successful interns will be engaged on non-civil service contract terms for a period of not more than three months.

聘用條款: 獲取錄的暑期實習生會按非公務員合約條款聘用，聘用期不超過三個月。

Fringe Benefits:

Rest days, statutory holidays (or substituted holidays), sick leave, sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance.

福利: 根據《僱傭條例》的規定，按適當情況，可享有休息日、法定假日(或代替假日)、病假日及疾病津貼。

How to Apply 申請手續 :

1. Hong Kong students studying in local post-secondary institutions or in non-local post-secondary institutions should complete the application form and send to the address below on or before the closing date (according to postmark).

就讀於本地專上院校的學生或在海外專上院校就讀的學生，須填妥申請表格並於截止日期或之前遞交下列地址(郵寄的申請表，以香港郵戳為準)。

2. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. 為避免郵件過期或未能成功派遞，在投寄前請確保信封面已清楚寫上正確地址及已貼上足夠郵資。所有郵資不足的郵件將不會派遞至本局，並會由香港郵政按情況退還寄件人或銷毀。申請人須自行承擔因未有支付足夠郵資而引致的任何後果。

Address 地址:

Applied Learning Section, Education Bureau, Room W115, 1/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

九龍塘沙福道 19 號教育局九龍塘教育服務中心西座 1 樓 W115 室教育局應用學習組

Enquiries Tel. 查詢電話 : 3698 3185

Closing Date 截止申請日期 : 1 April 2021 (2021 年 4 月 1 日)

Interview : Interviews will normally be conducted in May 2021. Applicants may assume that their applications are unsuccessful if they have not been invited for interview by early June 2021.

面試 : 面試大約在 2021 年 5 月安排。申請人如在 2021 年 6 月初前仍未接到面試通知，則可視作經已落選。