

2020 Student Internship Scheme
in the Government of the Hong Kong Special Administrative Region
(HKSAR)

Post	Summer Intern
Duration	Eight weeks in summer 2020 during one of the following periods – - 29 June 2020 (Mon) – 21 August 2020 (Fri); or - 6 July 2020 (Mon) – 28 August 2020 (Fri).
Salary	Salary of \$10,500 per month <u>Note</u> : The remuneration for each calendar month will be calculated on a pro-rata basis.
Entry requirements	To be qualified for nomination, the applicant should – (i) be a permanent resident of the HKSAR at the time when the placement is offered to the intern; (ii) be a non-final year student with disability studying a full-time Bachelor's degree, associate degree or higher diploma course or equivalent (below Master degree level) in a local tertiary institution; and (iii) submit together with the application form (at Annex B), an essay of not more than 300 words (either in Chinese or English) on why he/she applies for the Scheme and what he/she would like to achieve from it.
Details	- Interns will be posted to different Bureaux/Departments (B/Ds) for provision of support including general administration and/or policy support, human resource management, financial resource management, event management, system/project planning and development, and/or support to boards and councils, etc.

	<ul style="list-style-type: none">- Interns may also be required to perform non-administration duties relating to the functions of the B/D concerned. - About five days of training/briefing will be provided by the B/D offering the internship place. A mentor will be assigned to each intern to assist him/her in adapting to the working environment. - A Certificate of Internship will be provided to the interns upon successful completion of their internship, i.e. the intern has attained a satisfactory attendance (at least 80%) and rendered good performance as well as conduct during the internship period as confirmed by the B/D concerned.
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Civil Service Bureau
March 2020