

Recruitment

Post-Secondary Student Summer Internship Programme 2024

The 2024 Post-Secondary Student Summer Internship Programme has been launched. The Programme provides internship placement opportunities for students who are permanent residents of the Hong Kong Special Administrative Region of the People's Republic of China and enrolled in full-time accredited post-secondary programmes offered by post-secondary institutions in or outside the Hong Kong Special Administrative Region. The following internship placement opportunities in Trade and Industry Department are now available for application:

(1) Summer Intern (Industries Support Division / Administration Branch)

Entry Requirements	Field(s) of Study : Accredited undergraduate degree programme (Full-time)
	Year of Study : Completed Year 1 to 3
	Specific Knowledge/Skills : <ol style="list-style-type: none">1. Good command of both spoken and written Chinese and English; and2. Good computer skills and proficiency in MS Office applications.
Description of Internship Programme	Duties : <ol style="list-style-type: none">1. To provide support to the operation of Support and Consultation Centre for Small and Medium Enterprises (SUCCESS) and assist in the preparatory work for SUCCESS and SME support services (e.g. SUCCESS seminars) including undertaking publicity and handling participants' enquiries;2. To assist in the organisation and management of support programmes for SMEs (e.g. participation in SME-related promotion activities in collaboration with partner organisations) and implementing new initiatives on SME support services (e.g. outreaching activities on SME services, etc.);

<p>Description of Internship Programme</p>	<ol style="list-style-type: none"> 3. To assist in the preparatory work relating to APEC SME Working Group Meeting and SME Ministerial Meeting, and other related activities and organisation of the Hong Kong Awards for Industries; 4. To assist in consolidating the returns for the General Unit and the records management practices from relevant offices for the drawing up and promulgation of the departmental Electronic Recordkeeping System (ERKS) User Handbook; and providing logistics support to meetings/seminars/training briefings for issues related to implementation of ERKS; 5. To assist in preparing and implementing Municipal Solid Waste charging and other green measures; 6. To assist in arranging maintenance or improvement works on office accommodations, drafting documents for procurement of furniture/equipment and seeking advice/information from parties as appropriate; 7. To assist in monitoring the Departmental email enquiry account including seeking and consolidating inputs from Divisions/Branches, drafting replies, etc.; 8. To assist in reviewing and updating Departmental Standing Circular related to Personal Data (Privacy) Ordinance, training materials related to Code on Access to Information and TID Web Portal; and 9. To perform any other duties as assigned by senior officers.
	<p>Period of Internship: 4 to 6 weeks with commencement date in July/August 2024.</p>

(2) Summer Intern (Americas / Europe / Regional Co-operation / Mainland Division)

Entry Requirements	<p>Field(s) of Study : Accredited undergraduate degree programme (Full-time)</p> <hr/> <p>Year of Study : Completed Year 1 to Year 3</p> <hr/> <p>Specific Knowledge/Skills:</p> <ol style="list-style-type: none">1. Good command of both spoken and written Chinese and English;2. Good computer skills including Chinese and English word processing and MS Office applications. (e.g. Word, Excel, PowerPoint, etc.);3. Good skills in content creation and photo/video editing (<i>for one position in Americas Division</i>);4. Knowledge in web and graphic design, Adobe Photoshop and Adobe Illustrator as well as world trade issues is preferable; and5. With previous summer job / internship experience / active participation in extra-curricular activities preferred.
Description of Internship Programme	<p>Duties :</p> <ol style="list-style-type: none">1. To monitor and conduct research and analysis on multilateral trade agreements and free trade agreements / commercial relations issues in the Americas and any other topics of Hong Kong's trade interest / the global developments of free trade agreements and investment promotion and protection agreements / the Mainland's trade-related news, policies, laws, rules and regulations in relation to the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA) as well as other related issues;2. To monitor trade policy developments in Europe and conduct research on their implications for Hong Kong;3. To assist in providing logistics support for the meetings of the Working group on Industrial, Commercial and Professional Sectors (ICPWG);

	<ol style="list-style-type: none"> 4. To assist in work relating to Hong Kong's bilateral commercial relations with other economies (e.g. research and analysis of information on trade) and the implementation of Hong Kong's free trade agreements; 5. To assist in promotional activities in relation to ICPWG and CEPA, produce promotional materials (e.g. video, powerpoint, webpage, etc.) on CEPA, procedures and channels to submit import/ export strategic commodity licence applications and other issues; 6. To review and update information on Departmental webpages, content review in the project of Departmental website revamp and update the “Information Database on CEPA Trade in Services” on the CEPA website; 7. To compile statistics and reports (e.g. trade briefs and trade statistics); and 8. To perform any other duties as assigned by senior officers.
	<p>Period of Internship : 4 to 6 weeks with commencement date in July/August 2024</p>

Additional Information for our Internship Programme

<p>Terms of Appointment :</p>	<p>Successful Interns will be engaged on non-civil service contract terms for a period of not more than six weeks from July to August 2024. Summer Interns are normally required to work 44 hours per week and may also be required to work irregular hours upon operational need.</p>
<p>Allowance :</p>	<p>HK\$11,200 per month</p>
<p>Fringe Benefits :</p>	<p>Except otherwise provided in the appointment letter, rest days, statutory holidays, general holidays, sickness days and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Hong Kong Employment Ordinance (Cap. 57).</p>

Application Closing Date :	27 May 2024
General Notes :	<ol style="list-style-type: none">1. Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment.2. As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.3. Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.4. The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.5. Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend selection interview.6. It is the Government's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at https://www.csb.gov.hk under "Administration of the Civil Service – Appointments".7. Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit

	<u>copies</u> of their official transcripts and certificates together with the application form by post to the below address.
How to Apply :	<ol style="list-style-type: none"> 1. Hong Kong students studying in local/non-local post-secondary institutions should download application forms "Application Form for Post-Secondary Student Summer Internship Programme in the Government of the Hong Kong Special Administration Region" from the Civil Service Bureau's website (https://www.csb.gov.hk/english/admin/appoint/782.html). 2. Completed application form together with copies of certificates, academic transcripts and with full curriculum vitae should be sent by post to the enquiry address below on or before 27 May 2024 (according to postmark). Applicant should mark clearly the post applied for in the application form and on the envelope. Those who wish to apply for more than one post should submit one application for each post applied for. 3. Applications with incomplete information, or without the supporting documents required, late or not duly signed by the applicants will not be considered. Please ensure that sufficient postage is paid. Underpaid mail items will be returned to the senders or disposed of by the Hongkong Post. 4. Applicants should provide their email address to facilitate future contact.
Telephone No.:	2398 5712
Enquiry Address/ Email Address :	Personnel Registry, Trade and Industry Department, Room 1703, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong daisychow@tid.gov.hk

Candidates selected for interview will normally receive an invitation by email in about six weeks from the closing date for application. Those who are not invited may assume that their applications are not successful.