

FIRE SERVICES DEPARTMENT

Post-Secondary Student Summer Internship Programme 2023

Post Title:

Summer Intern (Pros)

Division/Command:

Prosecution Section of Licensing and Certification Command

Entry Requirements:

The candidates should –

- (i) be permanent residents of the Hong Kong Special Administrative Region;
- (ii) be full-time students studying in accredited degree programmes with major in Computer Science, Information Technology, Statistics, Mathematics or related fields offered by local/non-local post-secondary institutions;
- (iii) have completed the first year of study and not be students graduating in 2023;
- (iv) be proficient in both written English and Chinese;
- (v) be proficient in general office computer skills, including Microsoft Word and Excel; and
- (vi) be proficient in Microsoft Excel Macro Script writing.

Duties:

- (i) To conduct data input of prosecution figures;
- (ii) To update and maintain existing database of prosecution;
- (iii) To organise and refine the information in existing database of prosecution;
- (iv) To facilitate the statistical analysis of the prosecution figures; and
- (v) To perform any other duties as assigned by senior officers.

Place of Work:

Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

Period of Employment:

Two months within late June to August 2023

Terms of Appointment:

Successful candidates will be appointed on non-civil service contract terms. Interns are normally required to work 44 hours per week, inclusive of meal breaks. Except otherwise provided, rest days, statutory holidays, paid leave, sickness days and sickness allowance, where appropriate, are generally in line with those provided for under the Employment Ordinance (Cap. 57). They are subject to Mandatory Provident Fund Scheme Ordinance (Cap. 485).

Salary:

\$11,200 per month

How to apply:

- (i) Applications should be made in the standard application form available at the Civil Service Bureau's website (<http://www.csb.gov.hk/english/admin/appoint/782.html>), and send it together with photocopies of proof on student identity and transcripts of studies to the following mailing address on or before the closing date of application. The postmark date on the envelope will be regarded as the date of submission of application. Please ensure that sufficient postage is paid. Underpaid mail items will not be delivered to this Department, and will be returned to the sender or disposed by the Hongkong Post. Please specify "**Application for Summer Intern (Pros)**" on the envelope.
- (ii) Candidates who wish to be considered for more than one post of the internship programme should submit separate application for each of the posts.
- (iii) Invitation will be issued by email. Please ensure email address is properly provided.
- (iv) Students studying in non-local post-secondary institutions should submit their application form, copies of their official academic transcripts with full curriculum vitae (in PDF format) by email to fsd_recruit@hkfsd.gov.hk.
- (v) Applications not made in the prescribed application forms for the summer internship programme will not be accepted. Late applications or incomplete applications or applications without the relevant supporting documents will not be considered. Candidates who are selected for interview will normally receive an invitation (by email) in about four to six weeks from the closing date for applications. Candidates who have not received an invitation for an interview by 18 May 2023 may assume that their applications unsuccessful. No alternative arrangements will be made for those who fail to attend the interview and their applications will NOT be further processed.

Address:

Appointments Section, 8/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

Enquiry Telephone:

2733 1581 (Mr WAN) / 2733 7520 (Mr YOUNG)

Closing Date:

6 April 2023