

Fire Services Department
(Post-Secondary Student Summer Internship Programme 2024)

Summer Intern (Prosecution)

(Salary: HK\$11,200 per month)

Division / Command:

Prosecution Section / Licensing and Certification Command

Entry Requirements:

The candidate should –

- (1) be a permanent resident of the Hong Kong Special Administrative Region;
- (2) be a full-time student studying in accredited degree programmes with major in Law or related disciplines offered by local / non-local post-secondary institutions;
- (3) have completed the first year of study and not be a student graduating in 2024;
- (4) be proficient in both spoken and written English and Chinese; and
- (5) have good office computer skills, including Microsoft Word and Excel.

Duties and Responsibilities:

- (1) To assist the Prosecution Section of the Fire Services Department in handling general prosecution matters relating to the existing legislations and ordinances under the Department's purview;
- (2) To assist in drafting and vetting legal documents and conducting law-related researches;
- (3) To assist the Officers of the Prosecution Section in preparation of cases and in court; and
- (4) To perform any other duties as assigned by senior officers.

Work Location:

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

Period of Employment:

Two months within late June to August 2024

Terms of Appointment:

Selected candidate will be appointed on non-civil service contract terms. Summer Intern is normally required to work 44 hours including meal breaks from Mondays to Fridays every workweek. Rest days, statutory holidays, paid leave and sickness days, where appropriate, will be granted in line with the provisions under the Employment Ordinance (Cap. 57) and the contract terms. He / she is subject to Mandatory Provident Fund Scheme Ordinance (Cap. 485).

How to Apply:

- (1) Applicants should download the application form from the Fire Services Department's website (<http://www.hkfsd.gov.hk>) and submit the following documents by email to **fsd_recruit@hkfsd.gov.hk** on or before the closing date of application:
 - (a) completed application form; and
 - (b) photocopies of official transcripts of studies (for the recent two semesters).

Please mark the email subject with "Application for Summer Intern (Prosecution)". **If candidates fail to provide the above documents by email, their applications will not be considered.**

- (2) **All applications must be submitted in accordance with the aforesaid method. Applications not made in the prescribed form or which are incomplete or late will not be considered.**
- (3) Candidates who are selected for interview will normally receive an invitation in about four to eight weeks from the closing date of application. The selection interview will be held in mid-May 2024 tentatively. As invitation will be sent to applicants by email, applicants should provide an accurate email address in their application forms and check their emails if they receive an invitation. Those who are not invited for interview may assume that their applications are unsuccessful.

Enquiry Address and Telephone No.:

Appointments Section, Fire Services Department, 8/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon (Enquiry Tel. No.: 2733 5837)

Closing Date of Application: 28 March 2024**General Notes:**

- (a) 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 requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (b) 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.

- (c) The 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.
- (d) 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 interview.
- (e) It is Government 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 <http://www.csb.gov.hk> under “Administration of the Civil Service - Appointments”.