

**Post-Secondary Student Summer Internship Programme (PSSIP)  
Request Form**

Name of invited Institution: \_\_\_\_\_

**Details of Internship Programme**

Recruiting Bureau/Department (Division/Section): Hong Kong Police Force - Public Relations Wing  
Junior Police Call Section

No. of Interns to be Recruited: 2 No. of Nominations: 1 - 6

Description of Internship Programme: To assist in planning and organizing the below JPC events and support in logistic arrangement and publicity work: -

- JPC Innovation and Technology Competition 2024-25
- Junior Police Call Summer Camp 2024
- Cross-disciplined Forces Training Programme for Ethnic Minority Youth
- Junior Police Call Annual General Meeting
- The Hong Kong Award for Young People Police Operating Authority Bronze Award Summer Camp and Presentation
- Mainland Tours

Programme Commencement Date: June 2024 to Mid-August 2024 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: 45 days Working Hours: 44 hours / week

Allowance per Month: HK\$11,200

Office Location: 15/F, Revenue Tower, No. 5 Gloucester Road, Wan Chai

**Eligibility Criteria**

Course(s)/Field(s) of Study: \_\_\_\_\_

Full-time students of post-secondary institutions from disciplines of Journalism Communication, New Media or Communication, Digital Design, Physical Education or Sports Science, Gerontology, Applied Aging Studies, Psychology or relevant programmes

Year of Study: No preference

Specific Knowledge/Skills: Knowledge in computer applications, digital design and social media platforms, skills in photo shooting and video production and be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint)

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N/A

**Application Method***(may choose more than one as appropriate)*Document Required:  Application Form for PSSIP  Resume/Covering Letter Others (Please specify): \_\_\_\_\_Acceptable Mean of Application:  By e-mail  Via JIJIS By post  By faxDeadline for Application: 16-05-2024Selection Interview: Yes/No\**\* Please delete where inapplicable***Recruitment Schedule***(for institution's reference only, action work plan may subject to adjustment)*

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	Late - May 2024
Conducting selection interviews (if applicable)	Late - May 2024
Informing applicants of the results	Early - June 2024
Commencement of internship	June 2024

**Contact Information Of Recruiting Bureau/Department**Contact Person: Mr/Mrs/Miss/Ms\* LEUNG Ping-kuen, KarsonPost Title: OC GR PRAddress: 11/F, Public Relations Wing, Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan ChaiTel No.: 2860 6154 Fax No.: 2200 4305E-mail Address: oc-gr-pr@police.gov.hkSignature: Original Signed Date: 2024-04-22*\* Please delete where inapplicable***Please e-mail a copy of the request form to the Appointments Division of the Civil Service Bureau.  
(E-mail Address: csbappt@csb.gov.hk)**