

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
Media Relations Division

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

Description of Internship Programme:

- To conduct research on “OffBeat” and “OffBeat Special Editions” (e.g. identifying popular topics, reviewing the effectiveness of the current publicity plan, etc.);
- To develop marketing plan to best publicize “Offbeat” and “Offbeat Special Edition”;
- To assist in brainstorming and coordinating cover story for Offbeat; and
- To assist in research, production and promotion of other anti-crime publications.

Programme Commencement Date: 2024-06-17 to 2024-07-31 Allow Flexible Commencement Date: Yes/No*

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

Allowance per Month: HK\$11,200

Office Location: 10/F, Public Relations Wing, Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai

Eligibility Criteria

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

Full-time students of post-secondary institutions, from disciplines of Design, Journalism Communication or Language preferable.

Year of Study: No Preference

Specific Knowledge/Skills: Knowledge in basic computer applications, proficient in Chinese and English writing; preferable if have knowledge in computer software such as AI, Photoshop etc.

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 fax

Deadline for Application: 16-05-2024

Selection 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)	Week 4 of May 2024
Conducting selection interviews (if applicable)	Week 1 of June 2024
Informing applicants of the results	Week 1 or 2 of June 2024
Commencement of internship	2024-06-17

Contact Information Of Recruiting Bureau/Department

Contact Person: ~~Mr/Mrs/Miss/Ms*~~ LEUNG Ping-kuen, Karson

Post Title: OC GR PR

Address: 11/F, Public Relations Wing, Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai

Tel No.: 2860 6154 Fax No.: 2200 4305

E-mail Address: oc-gr-pr@police.gov.hk

Signature: 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)**