

**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
Public Relations Strategy Section

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

Description of Internship Programme: _____

- assist in conducting survey research to evaluate the communications effectiveness of police publicity.
- design surveys and conduct thematic research on specific policing issue.
- assist in preparing media briefs for senior management and to conduct reviews on the existing police communication means/ channels.

Programme Commencement Date: 2024-06-24 to 2024-08-07 Allow Flexible Commencement Date: Yes/No*

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

Allowance per Month: HK\$11,200

Office Location: 11/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 Journalism and 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 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 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)	May 2024
Conducting selection interviews (if applicable)	May – June 2024
Informing applicants of the results	June 2024
Commencement of internship	June 2024

Contact Information Of Recruiting Bureau/DepartmentContact 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: _____** 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)**