

**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  
Strategic Engagement Division

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

Description of Internship Programme: To assist in following duties:

- To organize Good Citizen Award (GCA) roving exhibitions
- To provide new game ideas for GCA roving exhibitions
- To assist in the preparatory work and script writing for promoting exhibitions
- To assist in organizing visits to PR Wing
- To provide any logistic support in daily operations

Programme Commencement Date: June / July 2024 to July / Aug 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: 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, preferably from disciplines of Journalism, Communication or Language

Year of Study: No Preference

Specific Knowledge/Skills: Knowledge in computer applications and software such as AI and Photoshop, digital design and video production; proficient in Chinese and English writing;

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Experience in organization of events preferable

**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)	May 2024
Conducting selection interviews (if applicable)	May/June 2024
Informing applicants of the results	June 2024
Commencement of internship	June / July 2024

**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)**