

**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  
Senior Police Call & Community Engagement  
Section

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

Description of Internship Programme: - Conduct researches and surveys  
- Design and create graphics/videos for social media platforms  
- Conduct statistical analysis for social media platforms  
- Support indoor and outdoor video productions  
- Provide logistic support in daily operations

Programme Commencement Date: 2024-07-17 to 2024-08-30 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: Microsoft Word, Microsoft PowerPoint, preferably possess skills of  
Adobe Photoshop, Adobe Illustrator and Adobe Premiere Pro

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: 16-05-2024

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)	Between 2024-05-06 and 2023-06-07
Conducting selection interviews (if applicable)	Between 2024-05-27 and 2023-06-27
Informing applicants of the results	On or before 2023-07-08 (Monday)
Commencement of internship	2024-07-17 (Wednesday)

**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)**