

**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 Support Section

No. of Interns to be Recruited: 1 No. of Nominations: 1-10

Description of Internship Programme:

- To assist in the preparation, organisation and execution of the Public Relations events organised by PR Wing;
- To assist in the preparation, organisation and coordination of staff gatherings and community event hosted by the Commissioner's office;
- To assist in visits to PR Wing;
- To assist in designing and producing publicity materials;
- To assist in preparing and provide logistic support to the relocation of PR Wing offices; and
- To provide logistic support in daily operations.

Programme Commencement Date: Any date between 2024-06-17 to 2024-07-08 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:

Preferably be full-time students of post-secondary institutions from disciplines of Communication, Marketing, New Media, Creative Media, Design or Digital Design or related fields

Year of Study: No Preference

Specific Knowledge/Skills: Preferably with:

- Graphic design skills;
- Good communication and writing skills;
- Knowledge in computer applications, digital design and video production; and
- Knowledge in computer software such as AI, Photoshop, Microsoft Word, Excel and Power Point, etc.

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Experience in organising activities

**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 of 27 May
Conducting selection interviews (if applicable)	Week of 3 June
Informing applicants of the results	Week of 10 June
Commencement of internship	Any date between 2024-06-17 to 2024-07-08

**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](mailto:csbappt@csb.gov.hk))**