

Post-Secondary Student Summer Internship Programme 2024

The following internship placement opportunities are now available for application

General Requirements:

Applicants should –

- (a) be permanent residents of Hong Kong Special Administrative Region;
- (b) be enrolled in full-time accredited post-secondary programme offered by post-secondary institutions;
- (c) not be final-year students who will complete their programmes in the summer of 2024; and
- (d) have good communication skills in both Chinese and English.

(1)	Job Title:	Summer Intern (Leasing and Commercialisation)
	Entry Requirements :	Applicants should - (a) be full-time students of second year or above in post-secondary institutions in surveying degree programmes; (b) have good knowledge in using MS Word and Excel; and (c) be acquainted with plans / drawings reading and area calculations.
	Duties :	Conducting site inspections; verifying property data; and compiling a register for commercial concession in various licenced ferry piers.

(2)	Job Title:	Summer Intern (Management Services)
	Entry Requirements :	Applicants should - (a) be full-time students of second year or above in post-secondary institutions in any programmes; and (b) have good knowledge in using MS Word, Excel and PowerPoint.
	Duties :	Assisting in reviewing annual reports of bureaux / departments on premises under their purview for updating the property information database; and assisting in reviewing the property information database for improving the data integrity and accuracy.

(3)	Job Title:	Summer Intern (Acquisition, Allocation & Disposal)
	Entry Requirements :	Applicants should - (a) be full-time students in post-secondary institutions of any year of study in surveying degree programmes or property management degree programmes; (b) have good knowledge in using MS Word, Excel and AutoCAD; and (c) have basic knowledge in property market and tenancy matters.
	Duties :	Scrutinising tenancy agreements and licence agreements; assisting in preparation of valuation reports on rental values, licence fees and management charges; assisting in tenancy management and to prepare standard correspondence; assisting in site search in new leasing cases; calculating the leasing areas with the aid of AutoCAD for leasing purpose; and consolidating returns and record management.

(4)	Job Title:	Summer Intern (Property Management)
	Entry Requirements :	<p>Applicants should -</p> <ul style="list-style-type: none"> (a) be full-time students of completed second year or above in post-secondary institutions in surveying degree programmes or property management degree programmes; (b) have good knowledge in using MS Office, Excel and PowerPoint; and (c) have knowledge in the field of building surveying and / or property management, maintenance, relevant building laws and contract laws.
	Duties :	Assisting in property management matters including site inspections; collecting and analysing data; vetting management fee budget and other documents; attending meetings; and drafting tender documents, etc..

(5)	Job Title:	Summer Intern (Project)
	Entry Requirements :	<p>Applicants should -</p> <ul style="list-style-type: none"> (a) be full-time students of second year or above in post-secondary institutions in surveying degree programmes; (b) have good knowledge in using MS Word and Excel; and (c) be acquainted with maps, plans and drawings reading and area calculations.
	Duties :	Performing site inspection and upkeeping Government site record; handling of surplus Government accommodation; and assisting in handling the Agency's dataset in the Common Spatial Data Infrastructure (CSDI) Portal, etc..

(6)	Job Title:	Summer Intern (Technical Services)
	Entry Requirements :	<p>Applicants should -</p> <ul style="list-style-type: none"> (a) be full-time students of first year or above in post-secondary institutions in architectural studies or related discipline; and (b) have basic skills in graphic and computer aid design/drafting software (e.g. Photoshop, AutoCAD, Revit).
	Duties :	Assisting in preliminary project design studies and project management of building projects; assisting in the research of site information, preparation of presentation materials, drawings, tables and reports; and participating in construction site visits and inspections.

(7)	Job Title:	Summer Intern (Administrative Services)
	Entry Requirements :	Applicants should - (a) be full-time students of second year or above in post-secondary institutions in any degree programmes; (b) have good knowledge in using MS Word and Excel, MS Access knowledge is preferred; and (c) be good at analysing data and rectifying data problems
	Duties :	Assisting in upgrading the existing rental payment record to a digital database; assisting in reviewing supplier records and records management.

Allowance:

HK \$11,200 per month

Terms of Appointment:

Summer interns are engaged under non-civil service appointment. They are normally required to work 44 hours per week. Employment period is from June to August 2024.

Fringe Benefits:

Rest days, statutory holidays, general holidays and sickness days, where appropriate, will be granted to successful candidates in line with the provisions in the Employment Ordinance. Summer interns are subject to the Mandatory Provident Fund Scheme Ordinance (Cap. 485).

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and / or interview.

- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he / she will be invited to attend the selection interview / written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau’s website at <https://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the below enquiry address.
- (h) Those who have not informed by six to eight weeks from the closing date may assume that their applications are unsuccessful.

How to Apply :

- (a) Hong Kong students studying in local post-secondary institutions should apply through the Student Affairs Offices / Career Centres of their respective institutions. Direct applications will not be considered. They are advised to note the deadlines set by the respective institutions.
- (b) Students studying in non-local post-secondary institutions should download the application form on the website of the Civil Service Bureau (<http://www.csb.gov.hk/english/admin/appoint/782.html>). Completed application form with copies of certificates and academic transcripts should be posted to the enquiry address below via the applicant’s institution or by the applicant together with the original copy of a reference letter issued by his / her respective institution on or before **25 April 2024** (according to postmark). Please mark “Application for Summer Intern” on the envelope.
- (c) Applications that are incomplete, submitted by fax, late or without the above required supporting documents will not be processed.

Enquiry Address and Telephone:

Personnel Registry, Government Property Agency, 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. For enquiries, please call 3842 6794 / 3842 6811 / 3842 6815.

Closing Date for Application:

25 April 2024