

CORRECTIONAL SERVICES DEPARTMENT

Post-Secondary Student Summer Internship Programme

(Monthly Allowance: \$10,500)

Summer Intern

Duties:

Selected appointees will be responsible for assisting in one or some of the following areas: (a) conducting researches of various services including but not limited to psychology, rehabilitation, education and physical education provided by the Department; (b) reviewing various prison services and exploring feasibility for services enhancement; (c) liaising with non-government organizations and/or our business partners of other jurisdictions for provision of rehabilitation services; etc.

Entry Requirements:

Candidates should: (a) be students currently enrolled in full-time courses of post-secondary institutions locally or overseas; (b) have good command of written and spoken English and Chinese; and (c) have good knowledge of application of office software including MS Word, PowerPoint, Excel, etc.

Terms of Appointment:

Successful candidates will be appointed as Summer Interns in this Department from July to August 2019.

Fringe Benefits:

Rest days, statutory holidays (or substituted holidays), paid leave, sickness days and sickness allowance, where appropriate, will be granted in line with the provisions of the Employment Ordinance (Cap.57).

How to Apply:

Application forms for Post-Secondary Student Summer Internship Programme can be downloaded from Correctional Services Department's website (<http://www.csd.gov.hk/>). Local post-secondary students, if applicable, may also visit the website of JIJS (<http://www.jijis.org.hk/>) for detailed information. Completed **application forms** should be accompanied **with a short essay** not less than 300 words in English specifying the reason(s) of applying for the internship programme and expected achievement(s) upon participation of the programme. Suitable applicants will be invited to attend group interviews.

Hong Kong students studying in local post-secondary institutions should apply through the Student Affairs Offices/Career Centres of their respective institutions. They are advised to note the deadlines set by the respective institutions.

Students studying in non-local post-secondary institutions should submit their applications to the Department directly and attach photocopies of the diplomas/certificates, transcripts of studies and official documents by post to the address specified below on or before 25 April 2019 (the postmark date on the envelope will be regarded as the date of submission of application). Please state "Application for Summer Intern – Restricted" on the envelope and affix with sufficient postage. Underpaid mails will not be delivered by the Hongkong Post.

Late / incomplete applications or applications without the short essay / relevant supporting documents will not be considered. Applicants who are not invited to group interview within four weeks from the closing date may presume their applications unsuccessful.

Address and Enquiry Tel.:

Appointment Unit, Correctional Services Department, 23/F., Wan Chai Tower, 12 Harbour Road, Wan Chai, Hong Kong. For enquiries, please call Ms LAI at 3525 0710.

Please visit GovHK on the Internet at <http://www.gov.hk> or the Correctional Services Department's website at <http://www.csd.gov.hk> for bilingual advertisements.

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 vacancies advertised are open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

(c) Summer Interns are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of services. 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 allowance payable, 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.

(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 group interview 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 <http://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 mailing address as indicated.