

# **CORRECTIONAL SERVICES DEPARTMENT**

## **Post-Secondary Student Summer Internship Programme (Monthly Allowance: \$11,500)**

### **Summer Intern**

#### **Entry Requirements:**

Applicants should (a) be permanent residents of the Hong Kong Special Administrative Region pursuing full-time studies in post-secondary institutions in or outside Hong Kong; (b) have good command of written and spoken English and Chinese; and (c) have good knowledge in computer applications, including MS Word, PowerPoint, Excel, etc.

#### **Duties:**

Summer interns will be responsible for assisting in one or some of the following areas: (a) conducting researches of various areas including but not limited to psychology, rehabilitation, health care, education, human resources, information technology and physical education provided by the Department; (b) reviewing various services provided by the Department and exploring feasibility for services enhancement; and (c) cooperating with non-government organizations or charitable organizations for the provision of rehabilitation services, etc.

#### **Terms of Appointment:**

Summer interns will be appointed on non-civil service terms from July to August 2026.

#### **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).

#### **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) 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 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".

- (f) 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 email copies of their official transcripts and certificates to [appointments@csd.gov.hk](mailto:appointments@csd.gov.hk).

**How to Apply:**

- (a) Applicants are required to submit a completed application form together with a short essay of not less than 300 words in English specifying the reasons of applying for the internship programme and expected achievements upon participation of the programme.
- (b) 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. Direct applications from local students will not be considered.
- (c) Hong Kong students studying in non-local post-secondary institutions should complete the application forms, which can be downloaded from the CSD's website ([https://www.csd.gov.hk/english/recruit/recruit\\_vacancy/other\\_car\\_vac.html](https://www.csd.gov.hk/english/recruit/recruit_vacancy/other_car_vac.html)), and email the completed application form together with copies of the diplomas/certificates, transcripts of studies and official documents to [appointments@csd.gov.hk](mailto:appointments@csd.gov.hk) on or before the closing date of application. Please specify "Application for Summer Intern 2026 (Correctional Services Department)" in the subject of the email. Submission in person, by post or by fax will NOT be accepted.
- (d) Late / incomplete applications or applications without the short essay / relevant supporting documents will not be considered. Candidates who are selected for the interview will normally receive an email invitation within nine weeks from the closing date for application. Those who are not invited may assume that their applications are unsuccessful.

**Enquiry Address:** Appointments Unit, Correctional Services Department, 23/F, Wan Chai Tower, 12 Harbour Road, Wan Chai, Hong Kong

**Enquiry Telephone:** 3525 0710

**Closing Date for Application:** 16 March 2026