Leisure and Cultural Services Department

Non-Civil Service Vacancy

Salary: $10,500 per month

Post (1): Summer Intern (Supplies)

**Entry Requirements:** Applicants (a) must be permanent residents of the Hong Kong Special Administrative Region who are currently full-time students of post-secondary institutions in or outside Hong Kong; (b) must be second/third year students of bachelor’s degree course majoring in Business Administration, Procurement, Logistics or equivalent and not be studying in or have just completed their final year of study before the internship period commences; (c) should have sound knowledge of Chinese MS Word and Excel with proficiency in computer application; and (d) should have good communication skills in both Chinese and English.

**Duties:** (a) To handle annual review of suppliers' tender/quotation response and updating suppliers' information in Supplies Management System; (b) To assist in checking of the data and related matters of the Supplies Management System; and (c) To assist the retrieval and analysis of the procurement data from various divisions/sections.

Post (2): Summer Intern (Design)

**Entry Requirements:** Applicants (a) must be permanent residents of the Hong Kong Special Administrative Region who are currently full-time students of post-secondary institutions in or outside Hong Kong; (b) must be students of Higher Diploma, Associate Degree or bachelor's degree course majoring in Graphic Design/Visual Communication or equivalent and not be studying in or have just completed their final year of study before the internship period commences; (c) must be proficient in graphic design software, such as Photoshop, Indesign and Illustrator etc.; and (d) should have good communication skills in both Chinese and English.

**Duties:** To assist in the creative artwork for various design projects undertaken by the design team of the Information and Public Relations Section for use of the Department.
Post (3): Summer Intern (Training Support)

Entry Requirements: Applicants (a) must be permanent residents of the Hong Kong Special Administrative Region who are currently full-time students of post-secondary institutions in or outside Hong Kong; (b) must be bachelor’s degree students majoring in Administration, Management or equivalent and not be studying in or have just completed their final year of study before the internship period commences; (c) should have excellent command of written and spoken English and Chinese; (d) should be proficient in computer usage and application of general office software such as word-processing, spreadsheet and presentation software; (e) should have good interpersonal and communication skills with a strong sense of responsibility and positive mindset, and be self-motivated, analytical and well-organized.

Duties: (a) To provide administrative support for the production of training video on customer services; (b) To assist in the logistic coordination of training programmes; (c) To assist in compilation of training records and statistics; (d) to assist in collection and summarizing evaluation forms for assessment of training programmes; and (e) To assist in updating registries and photo archive.

Post (4): Summer Intern (Translation and Interpretation)

Entry Requirements: Applicants (a) must be permanent residents of the Hong Kong Special Administrative Region who are currently full-time students of post-secondary institutions in or outside Hong Kong; (b) must be bachelor’s degree students majoring in translation, Chinese Language, English Language or related disciplines and not be studying in or have just completed their final year of study before the internship period commences; (c) must be fluent in Cantonese and English and have a good command of written Chinese and English; and (d) must have basic knowledge in computer applications.

Duties: (a) To translate documents from Chinese to English and vice versa; (b) To update bilingual glossaries of terms relating to leisure and cultural services; and (c) To research information to support the work of the Translation and Interpretation Section of the Department.
Terms of Employment: The period of employment is from July to August 2020. Participants are normally required to work 44 hours per week and may also be required to work outside normal office hours, during weekends or public holidays. Overtime work, where necessary, will be compensated by time-off in lieu.

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. They are advised to note the deadlines set by the respective institutions. Applications submitted directly to Leisure and Cultural Services Department will not be considered.

(b) Students studying in non-local post-secondary institutions should complete an application form which is available at the Civil Service Bureau's website (http://www.csb.gov.hk/english/admin/appoint/782.html). The completed application form with copies of the certificates of their student status should be sent to Leisure and Cultural Services Department by fax (852) 2696 4025 or E-mail to admapppt@lcsd.gov.hk on or before the closing date for application. All applicants must clearly mark the job title applied for in the application form.

Interviews will be conducted in June 2020. Those who are not invited for interview by the end of June 2020 may assume their applications unsuccessful.

Contact Address: Appointments Support Services Unit, 8/F, Leisure and Cultural Services Headquarters, 1 Pai Tau Street, Shatin, New Territories, Hong Kong

Enquiry Telephone: (852) 2601 8522

Closing Date for Application: 16/4/2020