Summer Intern (General)

Duties
(a) Assist in researches on topical issues related to business facilitation initiatives, streamlining measures on licensing and government services, youth development and social innovation and entrepreneurship development;
(b) Provide administrative support in the daily operation; and
(c) Perform any other assigned duties.

Course(s)/Field(s) of Study
- Nil

Year of Study
- Full-time students in post-secondary institutions; and
- Not be studying in or have just completed their final year of study before the internship period commences.

Specific Knowledge/Skills
- Obtained Level 3 or above in both Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent (for appointment purpose, “Grade C” in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to “Level 3” in Chinese Language and English Language in the 2007 HKCEE and henceforth); and
- Have basic knowledge in computer applications and research skills on the Internet.

Work Experience
- Nil

Other Requirements
- Nil

Note: Please refer to the CSB’s web page for the related recruitment notice.
Duties
(a) Assist in development of contents, including write-ups and graphic designs for Youth.gov.hk (YP) and Social Innovation and Entrepreneurship Development Fund (SIE Fund) Website and the related social media platforms;
(b) Assist in researches on topical issues related to youth development and social innovation/entrepreneurship development for content development;
(c) Provide support for publicity and marketing activities of YP and SIE Fund; and
(d) Perform any other assigned duties.

Course(s)/Field(s) of Study
● Nil

Year of Study
● Full-time students in post-secondary institutions; and
● Not be studying in or have just completed their final year of study before the internship period commences.

Specific Knowledge/Skills
● Obtained Level 3 or above in both Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent (for appointment purpose, “Grade C” in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to “Level 3” in Chinese Language and English Language in the 2007 HKCEE and henceforth);
● Have basic knowledge in computer applications and research skills on the Internet; and
● Preference may be given to candidates who have practical knowledge in using multimedia authoring tools e.g. Adobe Illustrator, After Effects, Photoshop, Premiere, and who have relevant administration experience of social media webpages.

Work Experience
● Nil

Other Requirements
● Nil

Note: Please refer to the CSB’s web page for the related recruitment notice.