Post-Secondary Student Summer Internship Programme in 2019
Leisure & Cultural Services Department

(Leisure Services Branch)

Post No. : 1

Division/ Section : Zoo and Horticulture Education Unit, Special Gardening Sub-Section

Job Description

(a) To assist in organising the conservation courses and conducting assessments.

(b) To assist in analyzing questionnaires regarding the school guided visit programmes.

(c) To assist in preparing materials for school guided visit programmes, Zoo Education Exhibition, zoological and greening programmes.

Entry Requirements

Applicants must be permanent residents of Hong Kong Special Administrative Region currently enrolled in full-time courses of post-secondary institutions and they must have good command of both Chinese and English. Final-year students will not be considered.

Qualification

(a) Students should have taken zoological, biological or environmental science as one of the subjects.

(b) Proficiency in Word, Excel and other software is an advantage.

Period of Employment : July to August 2019
康樂及文化事務署（康樂事務部）
2019年專上學生暑期實習計劃

職位：1

分科/組別：特別園務分組／動物園及園藝教育組

職責簡介：
(1) 協助籌劃保育課程及進行課程評估。

(2) 協助分析有關學校導賞活動的調查問卷。

(3) 協助擬備學校導賞活動、動物園教育展覽和動物學及綠化計劃的教材。

入職條件：申請人必須為香港特別行政區永久性居民，現正於專上院校修讀全日制課程，中、英語文能力俱佳。應屆畢業生將不獲考慮。

資歷：
(1) 曾修讀動物學、生物學或環境科學的學生。

(2) 精通Word、Excel和其他電腦軟件操作者會獲優先考慮。

聘用期：2019年7月至8月
Post-Secondary Student Summer Internship Programme in 2019
Leisure & Cultural Services Department
(Leisure Services Branch)

Post No.  :  3

Division/Section : Tai Po District (2)

Job Description

To assist in coordination and organisation of “Sport For All Day 2019” and “Sport For All Promotion Scheme” in Tai Po District.

The duties include:

(a) To liaise with local organisations including local sports associations, schools, elderly and youth centres for promotion of programmes.

(b) To plan and implement programme schedule, publicity and ceremony rundown.

(c) To assist in programme preparation and rehearsal, staff management, event crowd control and contingency arrangement.

(d) To assist the event manager for on-site supervision and public enquiries.

(e) To perform other duties assigned by supervisors in relation to programmes.

Entry Requirements

Applicants must be permanent residents of Hong Kong Special Administrative Region currently enrolled in full-time courses of post-secondary institutions and they must have good command of both Chinese and English. Final-year students will not be considered.

Qualification

(a) Students studying in sports administration and management or equivalent.

(b) Experience in programme planning and organisation.

(c) Good at Chinese typing.

(d) Proficiency in computer skills including Microsoft Word, Excel, PowerPoint and Chinese Word Processing.

(e) Good communication skills.

Period of Employment: July to September 2019
康樂及文化事務署 (康樂事務部)
2019年專上學生暑期實習計劃

職位： 3
分科/組別： 大埔區 (2)
職責簡介： 協助籌辦大埔區內的「2019全民運動日」及「普及體育推廣計劃」。
職務包括：
(1) 聯繫區內團體／機構，包括地區體育會、學校、老人中心和青年中心，以推廣有關活動。
(2) 策劃和執行活動日程、宣傳工作和典禮程序。
(3) 協助活動籌備和夥伴、員工管理以及協助執行人羣控制和應變安排。
(4) 協助活動統籌經理作現場監督和處理市民查詢。
(5) 執行上級指派與活動有關的其他職務。

入職條件： 申請人必須為香港特別行政區永久性居民，現正於專上院校修讀全日制課程，中、英語文能力俱佳。應屆畢業生將不獲考慮。

資歷：
(1) 正在修讀體育行政和管理或同等學科的學生。
(2) 具備策劃和籌辦活動的經驗。
(3) 中文打字技巧純熟。
(4) 精通微軟 Word、Excel、PowerPoint 和中文文書處理等電腦軟件的操作。
(5) 溝通技巧良好。

聘用期： 2019年7月至9月
Post-Secondary Student Summer Internship Programme in 2019
Leisure & Cultural Services Department
(Leisure Services Branch)

Post No. : 4

Division/ Section : Yuen Long District

Job Description

(a) To update tree information in Web GIS and Tree Risk Assessment Forms.

(b) To assist in preparation of layout plans.

Entry Requirements

Applicants must be permanent residents of Hong Kong Special Administrative Region currently enrolled in full-time courses of post-secondary institutions and they must have good command of both Chinese and English. **Final-year students will not be considered.**

Qualification

Students who have taken the course(s) of biological / ecological / environmental science and / or recreation / leisure / sports management, with computer knowledge preferred.

Period of Employment :  July to August 2019
康樂及文化事務署（康樂事務部）
2019年專上學生暑期實習計劃

職位: 4

分科/組別: 元朗區

職責簡介: （1）更新Web GIS及樹木風險評估表裏的樹木資料。
（2）協助编制平面圖。

入職條件: 申請人必須為香港特別行政區永久性居民，現正在專上院校修讀全日制課程，中、英語文能力俱佳。應屆畢業生將不獲考慮。

資歷: 曾修讀生物學、生態學、環境科學及／或康體／康樂事務／體育管理相關科目的學生，具備電腦知識者會獲優先考慮。

聘用期: 2019年7月至8月