

Transport Department
Post-Secondary Student Summer Internship Programme 2024

General Requirements

Applicants must be –

- (a) permanent residents of the Hong Kong Special Administrative Region; and
- (b) enrolled in full-time accredited post-secondary programmes offered by local or overseas post-secondary institutions in the 2023/24 and 2024/25 academic years.

(Note: Applications from graduates of 2024 would not be considered.)

Salary:	HK\$11,200 per month
Terms of Appointment:	Successful applicants will be appointed on non-civil service contract terms for a maximum period of 8 weeks starting from June 2024.
Fringe Benefits:	Summer interns are eligible for rest days, statutory holidays, general holidays and sickness days; and subject to the Mandatory Provident Fund Schemes Ordinance (Cap. 485).
How to Apply:	<p>(a) Hong Kong students studying in local post-secondary institutions must apply through the Student Affairs Offices/ Career Centres of their respective institutions. They are advised to note the deadlines set by the respective institutions. Completed application form should be submitted together with copies of academic transcripts of current study and certificates of HKDSEE / HKCEE or equivalent.</p> <p>(b) Students studying in non-local post-secondary institutions should download application form from the website of the Civil Service Bureau (http://www.csb.gov.hk/english/admin/appoint/782.html). Completed application form with copies of academic transcripts of current study and certificates of HKDSEE / HKCEE or equivalent should reach the enquiry address stated below by mail on or before 19 April 2024. Please specify on the envelope “Application for Summer Intern”. Job title and its reference number should be clearly marked on the application form. Please ensure that sufficient postage is paid. Applicants will bear on their own any consequences arising from insufficient postage.</p> <p>(c) Each applicant should at most apply for ONE post. Otherwise, the applicant will not be considered. Applications that are incomplete, late or without copies of academic transcripts of current study and certificates of HKDSEE / HKCEE or equivalent will also not be considered.</p> <p>(d) Shortlisted candidates will be invited to attend interview in May or June 2024. If they do not receive an invitation by then, they may assume that their applications are not successful. Candidates invited for interview will be required</p>

	to produce the originals and photocopies of the supporting documents on academic qualifications for verification and record purpose.
Enquiry Address:	Personnel Section, Transport Department, 16/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Enquiry Telephone:	3842 5978 or 3842 6427
Closing Date of Application:	<u>19 April 2024</u>
General Notes:	<p>(a) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.</p> <p>(b) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.</p> <p>(c) The entry pay, 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.</p> <p>(d) When 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. In these circumstances, only shortlisted candidates will be invited to attend the selection interview.</p> <p>(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 selection interview/written examination 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”.</p> <p>(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 submit copies of their official transcripts and certificates by mail to the above address.</p>

Vacancy Details

Job Title: Ref. 001 – Summer Intern [Ferry & Paratransit Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Studies, Public Administration, Geography, Sociology, Computer Science, Information System Management or Statistics; (b) Students studying in Year 2 or above are preferred; (c) Proficient in the application of common business software, (including MS Word, MS Excel and MS Access); (d) Familiar with data management; and (e) Having basic knowledge to the Public Transport System of Hong Kong.
Duties:	(a) To update the database related to PLB operations or policies; (b) To assist in the preparation of comprehensive surveys for all PLB in Hong Kong; (c) To assist in the preparation of PLB Newsletter; and (d) To carry out any other duties as assigned.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 002 – Summer Intern [Ferry & Paratransit Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Economics, Social Sciences, Statistics or related subjects is preferable; (b) Students studying in Year 2 or above are preferred; (c) Proficient in using MS Word, MS Access and MS Excel would be an advantage; (d) Good command of both Chinese and English; (e) With relevant working experience/internship experience is an advantage; and (f) Available by mid-June is preferred.
Duties:	(a) To assist in compiling and analysis of data on Rehabus services and Disabled Parking Spaces / Concessions provided by various organizations; (b) To assist in handling applications for “Parking Certificate for Drivers Who Carry People with Mobility Disabilities”; (c) To perform duties relating to records system management including updating, organizing and managing files/records; (d) To provide logistic support to the meeting of Working Group on Access to Public Transport by People with Disabilities; and (e) To assist in other day-to-day office administration duties.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	10

Vacancy Details

Job Title: Ref. 003 – Summer Intern [Ferry & Paratransit Division] 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science, Economics, Statistics or related subjects is preferable; (b) Students studying in Year 2 or above are preferred; (c) Proficient in using MS Word, MS Excel Macro and VBA; and MS Access would be an advantage; (d) Good command of both Chinese and English; (e) With relevant working experience/internship experience is an advantage; and (f) Available by mid-June is preferred.
Duties:	(a) To assist in vetting and processing the applications of Public Transport Fare Concession Scheme; (b) To assist in managing the database relating to the daily operations of the Public Transport Fare Concession Scheme; (c) To perform duties relating to updating the Public Transport Fare Concession Scheme records and systematize the relevant data; and (d) To assist in other day-to-day office administration duties.
Normal Place of Work:	Kwun Tong
No. of Nominations:	10

Vacancy Details

Job Title: Ref. 004 – Summer Intern [Ferry & Paratransit Division] 4

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in transport studies, urban planning/studies, economics, business studies, public administration, geography, sociology, computer science, mathematics, statistics or related subjects is preferred; (b) Students studying in Year 2 or above are preferred; (c) Proficient in MS Excel is preferred; (d) Good command in both Chinese and English; and (e) With relevant working experience/internship experience is an advantage.
Duties:	(a) To assist in preparation for the “Taxi Service Commendation Scheme” ; (b) To assist in carrying out research on measures of improving the taxi service quality; (c) To update and compile database of taxi operations and taxi driver identity plate; and (d) To perform duties relating to record system/inventory records management including updating, organizing and managing file / inventory records.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 005 – Summer Intern [Road Safety and Standard Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Engineering, Computer Science, Computing, Software Engineering, or equivalent; (b) Students studying year 2 or above are preferred; (c) Knowledge in computer programming, software development, database & web design, etc.; and (d) Preferably with relevant practical experience on computer programming including image processing, debugging and applications.
Duties:	(a) To modify the design of the existing internet and intranet webpages relating to traffic operation, road safety and design standards; (b) To update the existing database and upload information/document to webpage in intranet/ internet; (c) To modify the design of the existing intranet relating to traffic standards; (d) To develop computer programme to facilitate drawing preparation ; and (e) Other computing tasks related to road safety and design standards.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 006 – Summer Intern [Road Safety and Standard Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying year 3 are preferred; (c) Computing knowledge, e.g. MS Office Applications; and (d) Preferably with relevant experience in GIS application and/or computer programming.
Duties:	(a) Handling and compiling traffic accident data in the Transport Information System (TIS); (b) Conducting literature review on transport and traffic related topics; (c) Accident investigation on blacksites; (d) Review the roadside safety of Hong Kong road network and the associated interventions identified; and (e) Other tasks related to road safety.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	15

Job Title: Ref. 007 – Summer Intern [Road Safety and Standard Division] 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Marketing/Computing/Graphic Design; and (b) Students studying in Year 1 or above.
Duties:	(a) To assist in the preparatory works for road-safety related publicity materials including social media feeds, leaflets/pamphlets and Road Safety Bulletins; (b) To assist in consolidating the road safety publicity database; and (c) To assist in the coordination and preparatory works for the Road Safety Research Committee Meeting.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 008 – Summer Intern [Transport Operations (New Territories) Division]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in transport studies, social sciences, geography, public administration, sociology or statistics is preferable; (b) Undergraduate students in third year of study or above and who will be available in mid-June 2024 is preferred; (c) Proficient in using MS Word, MS Powerpoint and MS Excel would be an advantage; (d) With relevant working experience in public administration is preferred; and (e) Good command of both Chinese and English.
Duties:	(a) To assist in compiling statistics on relevant operational data in North District (including the patronage of public transport services); (b) To assist in compiling inventories of public transport services in North District; (c) To assist in vetting the survey results on the service levels of the public transport services in North District; (d) To assist in organizing and updating the records and information of public transport interchanges in North District; (e) To assist in organizing and updating the complaint records on public transport services and related matters in North District; and (f) To assist in other day-to-day office administration duties.
Normal Place of Work:	Mongkok
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 009 – Summer Intern [Corporate Communication Unit]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Business Administration / Digital Marketing / Media or related subjects; (b) Management experience of social media posts on Facebook and Instagram, including but not limited to : - Design and creation of graphics for social media posts; and - Editing of video/reels for social media posts; (c) Conversant with MS Office, including but no limited to MS Word, Excel, Access.
Duties:	(a) To create social media posts for “Safe Driving and Health Campaign”; (b) To provide executive support and project co-ordination in relation to the promotional truck event under “Safe Driving and Health Campaign” ; (c) To work with the media contractor and medical service providers on management of an e-platform for on-line registration by the commercial vehicle drivers for the health checks; and (d) To provide daily administrative support.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 010 – Summer Intern [Traffic Engineering (NTW) Division]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying in Year 2 or above are preferred; and (c) General computer knowledge and good command of both spoken and written English and Chinese.
Duties:	(a) To assist in reviewing the Transport and Traffic Impact Assessment; (b) To assist in reviewing Temporary Traffic Arrangement Scheme; and (c) To assist in preparing traffic improvement schemes.
Normal Place of Work:	Mongkok
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 011 – Summer Intern [Traffic Engineering (Hong Kong) Division]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Engineering; (b) Students studying in Year 2 and 3 are preferred; and (c) Knowledge in webpage design and coding.
Duties:	(a) To summarize the duties of TE(HK) Division, and government/TD circulars/instructions/forms that are related to TE(HK)'s duties or general office administration; and (b) To design a new homepage of TE(HK) Division and liaise with IT Section for uploading to the intranet.
Normal Place of Work:	Wai Chai
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 012 – Summer Intern [Vehicle Safety & Standards Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Information Technologies or Computer Science; (b) Students studying in Year 2 or above are preferred; and (c) Knowledge of Web / Database Server Setup / Programming.
Duties:	(a) Assist to setup a web and database server to centralize management of information; and (b) Assist in enhancement of office automation procedures or systems.
Normal Place of Work:	Yau Ma Tei or Tsing Yi
No. of Nominations:	10

Vacancy Details

Job Title: Ref. 013 – Summer Intern [Vehicle Safety & Standards Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Arts, Social Science, Translation, Chinese Language or English Language are preferred; (b) Students studying in Year 2 or above are preferred; and (c) Knowledge of Microsoft Office.
Duties:	(a) To assist in providing executive support to the Vehicle Safety and Standards Division; and (b) To assist in drafting updating, and translating guideline and instructions in relation to Vehicle Safety.
Normal Place of Work:	Yau Ma Tei or Tsing Yi
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 014 – Summer Intern [Driving Services Section]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Good command of both spoken and written English and Chinese; (b) Good interpersonal and communication skills; and (c) Proficient in computer skills (including MS Word, Excel and Chinese Word Processing).
Duties:	(a) To provide day-to-day executive support to Driving Improvement Course, Pre-service Course, Taxi Service Improvement Course as well as Designated Driving school matters; (b) To assist supervisors in handling enquiries, conducting research and drafting documents; and (c) To handle ad-hoc assignments as assigned by supervisors.
Normal Place of Work:	Ho Man Tin
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 015 – Summer Intern [Major Projects Division]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Students in Faculty of Engineering or major in Civil Engineering; (b) Students studying in Year 2 or above; and (c) Proficient in computer skills (including MS Word, MS Excel and PowerPoint).
Duties:	(a) To assist in preparing materials for project presentation; and (b) To assist in reviewing the traffic impact assessment, temporary traffic arrangement, traffic signal/junction modification and directional sign design for project implementation.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 016 – Summer Intern [Transport Planning Division]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering, Computer Science, Geography or relevant disciplines; (b) Students enrolled in full-time accredited post-secondary programmes offered by local or overseas post-secondary institutions in or before the 2023/24 academic years; (c) Basic knowledge of transport system and network; (d) Knowledge of computer programming, software development, database and web design, etc.; and (e) Relevant experience in GIS application and knowledge in MS Excel VBA are preferred.
Duties:	(a) To update highway network and public transport network for strategic transport model; (b) To check the results of Travel Characteristics Survey and assist in information / data visualizations; (c) To check Base District Traffic Models (BDTM) data and network coding; and (d) To update a computer application for tunnel data analysis.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	15

Vacancy Details

Job Title: Ref. 017 – Summer Intern [Smart Mobility Section]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computing, Computer Science, Engineering, Data Science; (b) Students studying in Year 2 or above; and (c) Knowledge in Web Programming, Java Programming, Programming in Python, software engineering, mobile application and/or big data analytic.
Duties:	(a) Data conversion on public transport, driving, cycling and walking routes for facilitating to implement enhancement and functional tests; (b) To monitor program performance, develop testing plan, test function and prepare test report; and (c) To consolidate documentation on program specification / data specification on the recent enhancements.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 018 – Summer Intern [Transport Operations (New Territories) Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in transport studies, social sciences, geography, public administration, sociology or statistics is preferable; (b) Students studying in Year 2 or above are preferred; (c) Proficient in Chinese typing, MS Word, Excel and PowerPoint; and (d) Good command of both Chinese and English languages.
Duties:	(a) To assist in handling cross-boundary transport services issues, including: (i) To update, maintain and analyze the records in the database related to cross-boundary transport services; (ii) To assist in the preparation of schedules of services for cross-boundary coaches; (iii) To provide administrative and clerical support; and (iv) To perform any other duties as assigned by supervisors. (Note: May have to work outdoors)
Normal Place of Work:	Mongkok
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 019 – Summer Intern [Traffic Engineering (NTW) Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Engineering, Computer Science, Computing, Software Engineering, or equivalent; (b) Students studying year 2 or above are preferred; (c) Knowledge in computer programming, software development & database, etc.; (d) Preferably with relevant practical experience on computer programming including image processing, debugging and applications; and (e) Preferably with relevant practical experience on Microstation, Visual Basic, Microsoft Access, Dynamo & Revit.
Duties:	(a) To modify the design of drawing tools in Microstation to adapt to Revit; and (b) To modify the design of the existing Access database and upload information/document to webpage in intranet/ internet.
Normal Place of Work:	Cheung Sha Wan
No. of Nominations:	5

Vacancy Details

Job Title: Ref. 020 – Summer Intern [Transport Operations (Urban) Division]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering or equivalent; (b) Students studying in Year 2 or above are preferred; (c) Familiarity with public transport system is preferred; (d) Familiar with Microsoft Office (such as Word, Excel, PowerPoint) , Adobe Acrobat, Photoshop and Chinese Word Processing (Sucheng/ Cangjie); (e) Fluent in Chinese and English; (f) With prior working experience is preferred; and (g) To perform outdoor work as required.
Duties:	(a) To update various inventory records for public transport services, public transport interchanges, bus shelters, tram stops and restricted/ prohibited zones in Hong Kong Island and Kowloon, etc; (b) To assist in preparing the required information for GMB mid-term review and amending the schedule of services for GMB; (c) To assist in amending and updating the spatial data and textual record; (d) To update the complaint records on Hong Kong Island and Kowloon; (e) To update division homepage; (f) To assist in analysis of the accuracy of spatial data of franchised bus, GMB, resident service (RS), cross boundary coach service on Hong Kong Island and Kowloon; and (g) To assist in amending and updating the spatial data and textual record of franchised bus, GMB, non-franchised bus and RS in Transport Information System and Public Transport Enquiry System.
Normal Place of Work:	Wan Chai or Mongkok
No. of Nominations:	25