

Transport Department
Post-Secondary Student Summer Internship Programme 2014

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 2013/14 and 2014/15 academic years.

(Note: Applications from graduates of 2014 would not be considered.)

Salary:	HK\$8,800 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 2014.
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:	<ul style="list-style-type: none"> (a) Hong Kong students studying in local post-secondary institutions should apply through the Student Affairs Offices / Career Centres of their respective institutions. You are advised to note the deadlines set by the respective institutions. Completed application form should be submitted together with photocopies of academic transcripts and relevant certificates. (b) Students studying in overseas 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 photocopies of academic transcripts and relevant certificates should reach the enquiry address stated below by mail on or before 28 May 2014. Please specify on the envelope "Application for Summer Intern". Job title and its reference number should be clearly marked on the application form. (c) Each applicant should at most apply for ONE post. Otherwise, the applicant will not be considered. Applications that are incomplete, late or without photocopies of academic transcripts and relevant certificates will also not be considered. (d) Shortlisted candidates will be invited to attend interview in June 2014. 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 to produce the originals and photocopies of the supporting documents on academic qualifications for verification and record purpose.
Enquiry Address:	Personnel Registry, Transport Department, 41/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Enquiry Telephone:	2294 2560
Closing Date of Application:	28 May 2014
General Notes:	<ul style="list-style-type: none"> (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. (b) Non-civil service vacancies are not 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. (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. (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 those shortlisted candidates will be invited to attend recruitment examination and/or interview. (e) It is the Government policy to place disabled persons to appropriate jobs wherever possible. Hence, if a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination direct without necessarily undergoing any further shortlisting. (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 first be ascertained that they are equivalent to the required entry qualifications. They should therefore submit copies of their official transcripts and certificates by mail to the enquiry address.

Vacancy Details

Job Title: Ref. 001 – Summer Intern (Departmental Secretariat)

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Studying a Degree / Associate Degree / Higher Certificate / Certificate in Computer or Information Technology related discipline; (b) Proficient in computer programme development and maintenance; (c) Comprehensive knowledge in “Excel VBA” programme; (d) Attain Level 2 or above in 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; and (e) Experience in development and maintenance of “Excel VBA” programme is preferred
Duties:	(a) To be responsible for computer programme development, maintenance, and application; and (b) To provide clerical and administrative support.
Normal Place of Work:	Wan Chai

Job Title: Ref. 002– Summer Intern (Driving Services Section)

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Good command in computer skills including MS Word, Excel and Chinese Word Processing; and (b) Good command of both spoken and written English and Chinese
Duties:	To provide executive support to the Driving Improvement Course Scheme, driving test matters and other office administration duties, e.g. to assist in drafting letters and reports, conducting research, answering enquiries, processing applications, etc.
Normal Place of Work:	Ho Man Tin

Job Title: Ref. 003 – Summer Intern (Ferry and Paratransit Division) 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Economics / Social Sciences / Statistics is preferred; (b) Proficient in using MS Word, MS Access and MS Excel would be an advantage; (c) Good command of both Chinese and English; and (d) Available before mid-June is preferred
Duties:	(a) To assist in conducting surveys and checks on rebus services, Disabled Parking Spaces and Concessions provided by various organizations and to conduct compilation and analysis of data; (b) To perform duties relating to records system management including updating, organizing and managing files / records; (c) To provide logistic support to the meeting of Working Group on Access to Public Transport by People with Disabilities; (d) To assist in handling applications of Parking Certificate for Drivers Who Carry People with Mobility Disabilities; and (e) To assist in other day-to-day office administration duties
Normal Place of Work:	Wan Chai (Maybe required to work in office of Rebus of the Hong Kong Society for Rehabilitation in Lam Tin)

Job Title: Ref. 004 – Summer Intern (Ferry and Paratransit Division) 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science / Mathematics and Statistics, or related subjects is preferred; (b) Proficient in using MS Access and MS Excel would be an advantage and; (c) Good command of both Chinese and English
Duties:	(a) To update and compile databases and inventories; (b) To assist in collating the inventory record and conducting inventory check; (c) To perform duties relating to records system management including updating, organizing and managing file records; (d) To assist in updating and reviewing Intranet; and (e) To provide logistics support in connection with Division's publicity work
Normal Place of Work:	Wan Chai

Job Title: Ref. 005 – Summer Intern (Human Resource Development Unit)

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Humanities (or related subjects) and will be in Year 2 / Year 3 in 2014-15 academic year is preferred; and (b) Good computer literacy, including knowledge of Word, Excel, Powerpoint and basic knowledge in web page construction
Duties:	(a) To assist in organizing training courses; (b) To compile training evaluation summaries / reports; (c) To update and organize training materials, including web resources; (d) To assist in verification and processing of obsolete files for disposal; and (e) To stock-take and update inventory records
Normal Place of Work:	Wan Chai

Job Title: Ref. 006 – Summer Intern (Road Safety and Standards Division) 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Engineering / Computer Science / Computing / Software Engineering, or equivalent; (b) Computer programming, software development, database & web design, etc.; and (c) Relevant practical experience on computer programming, debugging and applications is preferred
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 update the format of documentation uploaded to TD's webpages; (d) To update the existing e-copy of the "Hong Kong Strategic Route Map"; and (e) Other computing tasks related to road safety and design standards
Normal Place of Work:	Wan Chai

Job Title: Ref. 007 – Summer Intern (Road Safety and Standards Division) 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Degree in civil engineering; (b) Computer knowledge of MS Word, Excel, PowerPoint & web design, etc.; and (c) Relevant experience of computer facilities installation and maintenance is preferred
Duties:	(a) To assist in the research of road safety related matters; (b) To assist in the production of road safety publicity and education materials; (c) To provide technical support for office computer facilities and web page updates; and (d) To undertake other tasks related to road safety
Normal Place of Work:	Wan Chai

Job Title: Ref. 008 – Summer Intern (Road Safety and Standards Division) 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering / Computer Science / Information Technology; (b) Computing knowledge e.g. MicrostationV8i, MS Office Application; and (c) Relevant experience in computer programming is preferred
Duties:	(a) To assist in handling traffic accident data in the Transport Information System (TIS); (b) To assist in conducting literature and legislative review on transport and traffic related topics; (c) To assist in accident investigation on blacksites; and (d) To undertake other tasks related to road safety
Normal Place of Work:	Wan Chai

Job Title: Ref. 009 – Summer Intern (Road Safety and Standards Division) 4

Duration:	2 July 2014 – 29 August 2014
Entry Requirements:	(a) Major in Statistics / Mathematics / Actuarial Science / Risk Management / Computer Science; (b) Competent in statistical software such as SAS and Visual FoxPro; (c) Competent in general computer operations, Excel, Excel Macro and SQL; and (d) Available for the entire employment period (i.e. 2 July 2014 – 29 August 2014)
Duties:	(a) To assist in compiling the Annual Report on Road Traffic Accident Statistics; (b) To assist in compiling the feature article on bicycle accident statistics; (c) To assist in studying and estimating the trend of vehicle-kilometres travelled by different vehicle classes; (d) To assist in preparing the materials for the Public Opinion Survey at Licensing Offices; (e) To assist in updating and upgrading the computer systems of the Statistics Section; and (f) To perform any other duties as required by the supervisors
Normal Place of Work:	Wan Chai

Job Title: Ref. 010 – Summer Intern (Traffic Control Division)

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science / Engineering; (b) Year 2 or Year 3 student of Degree / Diploma; (c) Familiar with developing program using Visual Basic / Visual Basic for Application; and (d) Working experience in developing computer program is preferred
Duties:	To assist in developing computer programs for processing traffic accident claims
Normal Place of Work:	Wan Chai

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

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering / Traffic & Transport Engineering / Computer Programming; (b) Will graduate in 2015; and (c) Knowledge and experience in handling the software of Microstation and Microsoft Office Application is preferred
Duties:	(a) To update and prepare for various traffic / transport related drawings / reports / forms by using computer systems ; (b) To update and organize Transport Information System record related to the division; and (c) To update records for no stopping restriction, vehicle prohibition and equipment inventory of individual staff etc.
Normal Place of Work:	Mongkok

Job Title: Ref. 012 – Summer Intern [Transport Incident Management Section]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science; (b) Proficient in MS Word, Excel & Access; (c) Knowledge in database management; (d) Fluent English and Cantonese; and (e) Available in mid-June preferred
Duties:	(a) To design and to maintain data base; (b) To develop electronic filing system; (c) To conduct analysis on traffic incident; and (d) To perform other duties, if necessary
Normal Place of Work:	Wan Chai

Job Title: Ref. 013 – Summer Intern [Transport Operations (Hong Kong) 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) Familiar with MS Office (including Access), imaging software and web page editing software; (c) Familiar with public transport system; and (d) Outdoor work is required
Duties:	(a) To update various inventory records for public transport services, public transport interchanges, tram stops and shelters on Hong Kong Island; (b) To assist in amending and updating the spatial data and textual record of Franchised Bus, Green Mini Bus, Non-Franchised Bus, Airport Express Line and Residential Service in Transport Information System and Public Transport Enquiry System; (c) To assist in developing a database for public piers / landing steps; (d) To update division homepage; (e) To update Gazette Notice database of Hong Kong Island; (f) To update the complaint records on Hong Kong Island; and (g) To assist in preparing the required information for GMB mid-term review
Normal Place of Work:	Wan Chai

Job Title: Ref. 014 – Summer Intern [Transport Operations (Kowloon) Division]

Duration:	Approximately 8 weeks
Entry Requirements:	(e) Major in Transport Studies / Town Planning / Urban Planning / Economics / Civil Engineering / Environmental Studies / Business Administration / Public Administration / Geography / Sociology / Computer Engineering, or equivalent; (a) Familiar with MS Office, imaging software and web page editing software; (b) Familiar with public transport system in Hong Kong; (c) Knowledge of GIS and geo-spatial application is preferred; and (d) Outdoor work is required
Duties:	(a) To upkeep various inventory records like public transport services, public transport interchanges, and bus shelters restricted / prohibited zones inventory in Kowloon, etc. ; (b) To familiarize with the planning of Green Mini Bus (GMB) network in Kowloon; (c) To assist in amending and updating the spatial data and textual record; (d) To update the complaint records in 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 under Transport Operations (Kowloon) Division purview; and (g) To assist in amending and updating the spatial data and textual record of Franchised Bus, GMB, Non-Franchised Bus, Airport Express Line and RS in Transport Information System and Public Transport Enquiry System
Normal Place of Work:	Mongkok

Job Title: Ref. 015 – Summer Intern (Transport Planning Division)

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science or Civil Engineering; (b) Good Knowledge in database software such as MS Access, SQL, Foxpro and Visual Basic; and (c) Relevant working experience is preferred
Duties:	(a) To create an user platform to access the database of traffic survey in MS Access format for reporting various observations and findings; (b) To develop a computing tool to convert data into graphical presentation of the traffic data analysis; and (c) To provide assistance in conducting the road traffic congestion study involving literature research and preparation of presentation materials
Normal Place of Work:	Wan Chai

Job Title: Ref. 016 – Summer Intern (Traffic and Transport Survey Division) 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Diploma / Degree in Computer Science or Civil Engineering; (b) Knowledge in MS Office, ArcGIS, Microstation, Adobe Acrobat and Statistics; and (c) Some working experience (e.g. summer internship) is preferred
Duties:	(a) To verify key plan of road network for “Annual Traffic Census” by using ArcGIS tool; (b) To upload the “Annual Traffic Census” into Transport Information System of Transport Department; (c) To update the electronic-based inventory programme for computer, furniture and other general inventory for Transport and Traffic Survey Division; (d) To assist in reviewing the routing layout plans and checkpoint locations for “Car Journey Time Survey”; (e) To assist in checking the computer programs and the formulae for various traffic surveys; and (f) To undertake other duties as assigned by the Section Head
Normal Place of Work:	Wan Chai

Job Title: Ref. 017 – Summer Intern (Traffic and Transport Survey Division) 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Diploma / Degree in Civil Engineering / Geo-Informatics / Land Surveying; and (b) Knowledge in Geographic Information System (GIS) and Computer Aided Design (CAD) is an advantage
Duties:	(a) To participate in the Geographic Information System development projects: including conversion of traffic and transport data; and (b) To participate in mobile applications development
Normal Place of Work:	Wan Chai

Job Title: Ref. 018 – Summer Intern (VALID and Licensing Division – Licensing Unit) 1

Duration:	2 July 2014 – 17 July 2014
Entry Requirements:	(a) Major in Statistics / Social Science / Business Administration; (b) Ability to speak fluent Cantonese, English and Putonghua; (c) Experience in conducting survey is an advantage; and (d) Availability for the entire employment period (i.e. 2 July 2014 – 17 July 2014) is a must
Duties:	(a) To conduct Public Opinion Survey at Licensing Offices; and (b) To edit and code the completed questionnaires
Normal Place of Work:	Licensing Offices at United Centre, Cheung Sha Wan Government Offices, Kowloon East Government Offices and Shatin Government Offices.

Job Title: Ref. 019 – Summer Intern (VALID and Licensing Division – Licensing Unit) 2

Duration:	17 July 2014– 29 August 2014
Entry Requirements:	(a) Major in Statistics / Mathematics / Actuarial Science / Risk Management / Computer Science; (b) Proficiency in SAS software to validate, clean, manipulate and combine data, draft report and create graphs; (c) Competence in general computer operations, Excel and Excel Macro; (d) Knowledge in Visual FoxPro is an advantage; and (e) Availability for the entire employment period (i.e. 17 July 2014– 29 August 2014) is a must
Duties:	(a) To check the data consistency of completed questionnaires; (b) To manipulate data and produce survey results by using computer software such as SAS and Excel; (c) To draft summary report for the Public Opinion Survey; and (d) To perform any other duties as required by the supervisors
Normal Place of Work:	Wan Chai

Job Title: Ref. 020 – Summer Intern (Vehicle Safety and Standards Division) 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science / Computing / Computer Engineering, or equivalent; (b) Knowledge of computer / network system and database programming as business solution; (c) Proficient in computer applications including MS Office (Word / Excel / SharePoint Calendars) and basic webpage editing; and (d) Good command in spoken and written English
Duties:	(a) To draft the specifications for the new Computerized Vehicle (Bus) Approval System including the conceptual system design, data flow and system development; and (b) To develop an approval recording system
Normal Place of Work:	Wan Chai

Job Title: Ref. 021 – Summer Intern (Vehicle Safety and Standards Division) 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science / Computing / Computer Engineering, or equivalent; (b) Knowledge of computer / network system and database programming as business solution; (c) Proficient in computer applications including MS Office (Word / Excel / SharePoint Calendars) and basic webpage editing; and (d) Good command in spoken and written English
Duties:	(a) To draft the specifications for the new Computerized Vehicle Approval System (except Bus) including the conceptual system design, data flow and system development; and (b) To develop a type approval inspection booking and recording system
Normal Place of Work:	Wan Chai (May be required to work at Vehicle Examination Centre at To Kwa Wan for 1-2 weeks)

Job Title: Ref. 022 – Summer Intern (Vehicle Safety and Standards Division) 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in IT / Engineering; (b) Knowledge on computer database is preferred (e.g. MS Office Access) (c) Working experience in application of database software is preferred; and (d) Applicants studying in Year 2 (or above) are preferred
Duties:	To rewrite or debug the taximeter inspection schedule system
Normal Place of Work:	To Kwa Wan

Job Title: Ref. 023 – Summer Intern (Vehicle Safety and Standards Division) 4

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in IT / Engineering; (b) Skillful in Chinese Microsoft Office (Word, Excel & Powerpoint); (c) Knowledge on Chinese characters input method; (d) Familiar with Visual Basic programming and Excel Macro; and (e) Applicants studying in Year 2 (or above) are preferred
Duties:	(a) To create a searchable database for registered Personalized Vehicle Registration Marks; and (b) To modify the existing Course Control Program
Normal Place of Work:	Kowloon Bay