

**Transport Department**  
**Post-Secondary Student Summer Internship Programme 2015**

**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 2014/15 and 2015/16 academic years.

(Note: Applications from graduates of 2015 would not be considered.)

|                                     |   |
|-------------------------------------|---|
| <b>Salary:</b>                      | HK\$9,200 per month   |
| <b>Terms of Appointment:</b>        | Successful applicants will be appointed on non-civil service contract terms for a maximum period of 8 weeks starting from June 2015.  |
| <b>Fringe Benefits:</b>             | 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).  |
| <b>How to Apply:</b>                | <ul style="list-style-type: none"> <li>(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.</li> <li>(b) Students studying in overseas post-secondary institutions should download application form from the website of the Civil Service Bureau (<a href="http://www.csb.gov.hk/english/admin/appoint/782.html">http://www.csb.gov.hk/english/admin/appoint/782.html</a>). Completed application form with photocopies of academic transcripts and relevant certificates should reach the enquiry address stated below by mail <b>on or before 22 May 2015</b>. Please specify on the envelope "Application for Summer Intern". Job title and its reference number should be clearly marked on the application form.</li> <li>(c) Each applicant should at most apply for <b>ONE</b> 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.</li> <li>(d) Shortlisted candidates will be invited to attend interview in June 2015. 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.</li> </ul>   |
| <b>Enquiry Address:</b>             | Personnel Registry, Transport Department, 41/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong   |
| <b>Enquiry Telephone:</b>           | 2294 2560   |
| <b>Closing Date of Application:</b> | <b>22 May 2015</b>  |
| <b>General Notes:</b>               | <ul style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(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.</li> </ul> |

### Vacancy Details

**Job Title: Ref. 001 – Summer Intern (Traffic Engineering (NTW) Division)**

|                       |  |
|-----------------------|--|
| Duration:             | Approximately 8 weeks  |
| Entry Requirements:   | (a) Major in Civil Engineering, Traffic and Transport Engineering or Computer Programming;<br>(b) Will graduate in 2016; and<br>(c) Knowledge and experience in handling the software of MicroStation and Microsoft Office Application is preferred  |
| Duties:               | (a) To update and prepare various traffic / transport related drawings / reports / forms using computer software / systems;<br>(b) To update Transport Information System record related to the division and make it in order; and<br>(c) To update records for speed limit restriction, no stopping restriction, vehicle prohibition and equipment inventory of individual staff etc. |
| Normal Place of Work: | Mongkok  |

**Job Title: Ref. 002– Summer Intern (Tunnels and Tsing Ma Section)**

|                       |  |
|-----------------------|--|
| Duration:             | Approximately 8 weeks  |
| Entry Requirements:   | (a) Major in Accounting, Transport Studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Studies, Public Administration, Geography or Sociology, or equivalent;<br>(b) Familiar with MS Office;<br>(c) Good command of both Chinese and English; and<br>(d) Available before mid-June is preferred |
| Duties:               | (a) To assist in stock-taking for the take-over of the transport infrastructure;<br>(b) To assist in preparing publicity materials and briefing session for the tendering invitation;<br>(c) To perform duties relating to records system management; and<br>(d) To provide clerical and administrative support                                    |
| Normal Place of Work: | Wan Chai   |

**Job Title: Ref. 003 – Summer Intern (Transport Incident Management Section)**

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

**Job Title: Ref. 004 – Summer Intern (Transport Planning Division)**

|                       |   |
|-----------------------|---|
| Duration:             | Approximately 8 weeks   |
| Entry Requirements:   | (a) Major in Computer Science or Civil Engineering;<br>(b) Good knowledge in designing and developing websites, database software and GIS such as MS FrontPage, Dreamweaver, Photoshop, MS Access, SQL, Foxpro, Visual Basic and ESRI ArcInfo; and<br>(c) Relevant working experience is preferred  |
| Duties:               | (a) To assist in coding and checking of public transport and highway network data for transport model run;<br>(b) To enhance and update the existing Transport Planning Division homepage and to assist in developing the web-base Enhanced Comprehensive Transport Study-3 model training kit; and<br>(c) To provide assistance in following up the recommendations of road traffic congestion study involving literature research and preparation of presentation materials |
| Normal Place of Work: | Wan Chai  |

**Job Title: Ref. 005 – Summer Intern (Driving Services Section) 1**

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

**Job Title: Ref. 006 – Summer Intern (Driving Services Section) 2**

|                       |  |
|-----------------------|--|
| Duration:             | Approximately 8 weeks  |
| Entry Requirements:   | (a) Proficient in computer skills and use of MS Word, Excel and Chinese Word Processing;<br>(b) Good command of both spoken and written English and Chinese; and<br>(c) Good interpersonal and communication skills  |
| Duties:               | (a) To provide executive support to the driving test appointment and driving written test matters, including drafting letters, conducting computer system testing, handling enquiries, processing driving test applications, performing invigilation duty for written tests and handling other office administrative duties etc. |
| Normal Place of Work: | Cheung Sha Wan   |

**Job Title: Ref. 007 – Summer Intern (Traffic and Transport Survey Division) 1**

|                       |   |
|-----------------------|---|
| Duration:             | Approximately 8 weeks   |
| Entry Requirements:   | (a) Diploma / Degree in Geo-Informatics, Land Surveying, Information Systems or Information Technology; and<br>(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 spatial data; intelligent road network; intelligent transport systems and mobile applications development |
| Normal Place of Work: | Wan Chai  |

**Job Title: Ref. 008 – Summer Intern (Traffic and Transport Survey Division) 2**

|                       |  |
|-----------------------|--|
| Duration:             | Approximately 8 weeks  |
| Entry Requirements:   | (a) Diploma / Degree in Computer Science or Civil Engineering;<br>(b) Familiar with MS Office, ArcGIS, Microstation, Adobe Acrobat software applications;<br>(c) Knowledge in statistics and computer programming; and<br>(d) Some working experience (e.g. summer internship) is preferred  |
| Duties:               | (a) To verify and prepare key plan of road network for “Annual Traffic Census” using ArcGIS tool;<br>(b) To upload the “Annual Traffic Census” into Transport Information System (TIS) of Transport Department;<br>(c) To update the electronic-based inventory programme for computer, furniture and other general inventory for Traffic and Transport Survey Division;<br>(d) To assist in reviewing the routing layout plans and checkpoint locations for “Car Journey Time Survey” and appending the Area Traffic Control Counting Stations onto the layout plans of captioned survey routes by ArcGIS and Microstation;<br>(e) To conduct data comparison and analysis between “Car Journey Time Survey” during weekdays and non-weekdays;<br>(f) To place the survey routes and their database of “Car Journey Time Survey” and “Junction Count Survey” onto Hong Kong digital map base in GIS format and upload into TIS;<br>(g) To assist in checking of computer programs and formulae for various traffic surveys; and<br>(h) To perform other duties as assigned. |
| Normal Place of Work: | Wan Chai   |

**Job Title: Ref. 009 – Summer Intern (Ferry and Paratransit Division) 1**

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

**Job Title: Ref. 010 – Summer Intern (Ferry and Paratransit Division) 2**

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

**Job Title: Ref. 011 – Summer Intern (Transport Operations (Kowloon) Division)**

|                       |   |
|-----------------------|---|
| Duration:             | Approximately 8 weeks   |
| Entry Requirements:   | <ul style="list-style-type: none"><li>(a) Major in Transport studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering or equivalent;</li><li>(b) Familiar with MS Office, imaging software and webpage editing software;</li><li>(c) Familiar with public transport system in Hong Kong; and</li><li>(d) Knowledge of GIS and geo-spatial application is preferred</li></ul>   |
| Duties:               | <ul style="list-style-type: none"><li>(a) To upkeep various inventory records like public transport services, public transport interchanges, and bus shelters restricted / prohibited zones inventory in Kowloon, etc.;</li><li>(b) To familiarize with the planning of Green Mini Bus (GMB) network in Kowloon;</li><li>(c) To assist in amending and updating the spatial data and textual record;</li><li>(d) To update the complaint records in Kowloon;</li><li>(e) To update division homepage;</li><li>(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</li><li>(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</li></ul> <p>(Note: May be required to perform outdoor duties.)</p> |
| Normal Place of Work: | Mongkok   |

**Job Title: Ref. 012 – Summer Intern (Vehicle Safety and Standards Division)**

|                       |  |
|-----------------------|--|
| Duration:             | Approximately 8 weeks  |
| Entry Requirements:   | (a) Major in IT or Engineering;<br>(b) Knowledge of MS Office Access;<br>(c) Knowledge in converting Excel documents to MS Office Access;<br>(d) Knowledge of network configuration is preferred;<br>(e) Working experience in application of MS Office Access is preferred; and<br>(f) Applicants studying in Year 2 (or above) are preferred |
| Duties:               | (a) To rewrite or debug the Private Car Parallel Import Programme  |
| Normal Place of Work: | To Kwa Wan   |

**Job Title: Ref. 013 – Summer Intern (Road Safety and Standards Division) 1**

|                       |   |
|-----------------------|---|
| Duration:             | 22 June 2015 – 14 August 2015   |
| Entry Requirements:   | (a) Major in Statistics, Mathematics, Actuarial Science, Risk Management or Computer Science;<br>(b) Competent in statistical software such as SAS and Visual FoxPro;<br>(c) Competent in general computer operations, Excel, Excel Macro and SQL; and<br>(d) Available for the entire employment period (i.e. 22 June 2015 – 14 August 2015)   |
| Duties:               | (a) To assist in compiling the finalised Annual Report on Road Traffic Accident Statistics;<br>(b) To assist in preparing the materials for the Public Opinion Survey at Licensing Offices;<br>(c) To assist in updating and upgrading the computer systems of the Statistics Section;<br>(d) To assist in conducting research on transport and road traffic accident related topics; and<br>(e) To perform any other duties as required by the supervisors |
| Normal Place of Work: | Wan Chai  |



**Job Title: Ref. 014 – Summer Intern (Road Safety and Standards Division) 2**

|                       |  |
|-----------------------|--|
| Duration:             | Approximately 8 weeks  |
| Entry Requirements:   | (a) Major in Civil Engineering;<br>(b) Computer knowledge of MS Office Applications; and<br>(c) Relevant experience of GIS application and/or computer programming is preferred  |
| Duties:               | (a) To assist in handling traffic accident data in the Transport Information System (TIS);<br>(b) To conduct literature review on transport and traffic related topics;<br>(c) To assist in accident investigation on blacksites; and<br>(d) To undertake other tasks related to road safety |
| Normal Place of Work: | Wan Chai   |

**Job Title: Ref. 015 – Summer Intern (Road Safety and Standards Division) 3**

|                       |   |
|-----------------------|---|
| Duration:             | Approximately 8 weeks   |
| Entry Requirements:   | (a) Degree in Civil Engineering;<br>(b) Computer knowledge of MS Word, Excel, PowerPoint and web design, etc.;<br>(c) Knowledge of both Chinese and English word processing; and<br>(d) Relevant experience of computer facilities installation and maintenance is preferred  |
| Duties:               | (a) To assist in preparation of road safety publicity and education materials;<br>(b) To assist in study of relevant information for legislative amendments;<br>(c) To prepare inventory of office accommodation and computer facilities;<br>(d) To assist in routine computer facilities installation and maintenance; and<br>(e) To undertake other duties related to road safety |
| Normal Place of Work: | Wan Chai  |

**Job Title: Ref. 016 – Summer Intern (Road Safety and Standards Division) 4**

|                       |   |
|-----------------------|---|
| Duration:             | Approximately 8 weeks   |
| Entry Requirements:   | (a) Major in Computer Engineering, Computer Science, Computing, Software Engineering, or equivalent;<br>(b) Knowledge of computer programming, software development, database and web design, etc.; and<br>(c) Relevant practical experience of 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;<br>(b) To update the existing database and upload information/document to webpage in intranet / internet;<br>(c) To update the format of documentation uploaded to Transport Department's webpages;<br>(d) To update the existing e-copy of the "Hong Kong Strategic Route Map"; and<br>(e) To undertake other computing tasks related to road safety and design standards |
| Normal Place of Work: | Wan Chai  |

**Job Title: Ref. 017 – Summer Intern (Human Resource Development Unit)**

|                       |   |
|-----------------------|---|
| Duration:             | Approximately 8 weeks   |
| Entry Requirements:   | (a) Major in Language, Statistics, Social Sciences (or related subjects) and will be in Year 2 / Year 3 in 2015-16 academic year is preferred;<br>and<br>(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;<br>(b) To compile training statistics and information including evaluation summaries / reports etc.;<br>(c) To update and organize training materials, including web resources;<br>(d) To assist in verification and processing of obsolete files for disposal; and<br>(e) To stock-take and update inventory records |
| Normal Place of Work: | Wan Chai  |

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

|                       |   |
|-----------------------|---|
| Duration:             | 2 July 2015 – 17 July 2015  |
| Entry Requirements:   | (a) Major in Statistics, Social Science or Business Administration;<br>(b) Ability to speak fluent Cantonese, English and Putonghua;<br>(c) Experience in conducting survey is an advantage; and<br>(d) Availability for the entire employment period (i.e. 2 July 2015-17 July 2015) is a must |
| Duties:               | (a) To conduct Public Opinion Survey at Licensing Offices; and<br>(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:             | 13 July 2015 – 28 August 2015   |
| Entry Requirements:   | (a) Major in Statistics, Mathematics, Actuarial Science, Risk Management or Computer Science;<br>(b) Proficiency in SAS to validate, clean, manipulate and combine data, draft report and create graphs;<br>(c) Competent in general computer operations, Excel and Excel Macro;<br>(d) Knowledge in Visual FoxPro is an advantage; and<br>(e) Availability for the entire employment period (i.e. 13 July 2015 – 28 August 2015) is a must |
| Duties:               | (a) To check the data consistency of completed questionnaires;<br>(b) To manipulate data and produce survey results by using computer software such as SAS and Excel;<br>(c) To draft summary report for the Public Opinion Survey; and<br>(d) To perform any other duties as required by the supervisors   |
| Normal Place of Work: | Wan Chai  |

**Job Title: Ref. 020 – 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;<br>(b) Proficient in computer programme development and maintenance;<br>(c) Comprehensive knowledge in “Excel VBA” programme<br>(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<br>(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<br>(b) To provide clerical and administrative support  |
| Normal Place of Work: | Wan Chai   |

**Job Title: Ref. 021 – 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;<br>(b) Familiar with MS Office (including Access), imaging software and web page editing software; and<br>(c) Familiar with public transport system  |
| Duties:               | (a) To update various inventory records for public transport services, public transport interchanges, tram stops and shelters on Hong Kong Island;<br>(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;<br>(c) To assist in developing a database for public piers / landing steps;<br>(d) To update division homepage;<br>(e) To update Gazette Notice database of Hong Kong Island;<br>(f) To update the complaint records on Hong Kong Island; and<br>(g) To assist in preparing the required information for Green Mini Bus mid-term review<br><br>(Note: May be required to perform outdoor duties.) |
| Normal Place of Work: | Wan Chai  |