

Transport Department Post-Secondary Student Summer Internship Programme 2021

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 2020/21 and 2021/22 academic years.

(Note: Applications from graduates of 2021 would not be considered.)

Salary:	HK\$10,500 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 2021.
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. They 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 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 photocopies of academic transcripts and relevant certificates should reach the enquiry address stated below by mail on or before 10 May 2021. 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. (c) Each applicant should at most apply for ONE post. Otherwise, the applicant will not be considered. Applications that are incomplete or late will also not be considered. (d) Shortlisted candidates will be invited to attend interview in May or June 2021. 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 Section, Transport Department, 16/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Enquiry Telephone:	3842 5545 and 3842 6427
Closing Date of Application:	<u>10 May 2021</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 [Bus and Railway Branch] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Urban Planning, Economics, Business Administration, Public Administration, Social Sciences, Computer Science, Information System Management or equivalent; (b) Good command of Microsoft Office (Excel and Word); and (c) Knowledge in public transport services in Hong Kong.
Duties:	(a) To update various databases, such as bus route list, bus-bus interchange schemes, pertaining to franchised buses; (b) To prepare bus route maps; and (c) To perform outdoor works, if required.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 002 – Summer Intern [Bus and Railway Branch] 2

Duration:	Approximately 8 weeks
Entry Requirements:	Knowledge in Microsoft Word, Excel, PowerPoint and Access.
Duties:	(a) Updating of database on the Government's Subsidy Scheme on facilities installation at sheltered bus stop by franchised bus companies ("the subsidy scheme"); and (b) Preparation of site check form and site acceptance form in connection with the subsidy scheme.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 003 – Summer Intern [Bus and Railway Branch] 3

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) Student studying in Year 2 or above is preferred; and (c) Knowledge in Microsoft Word and Excel.
Duties:	(a) To assist in updating databases, such as operating records and complaints/ enquiries pertaining to railway services; (b) To assist in monitoring the performance of the railway services provided by the MTRCL; and (c) To perform outdoor works, if required.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 004 – Summer Intern [Driving Services Section] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Good command of both spoken and written English and Chinese; (b) Detail-minded with strong analytical skills; (c) Good interpersonal and communication skills; and (d) Proficient in computer skills (including Microsoft Word, Excel and Chinese word processing).
Duties:	(a) Invigilate driving written tests and handle related public enquiries and complaints; (b) Prepare statistics relating to driving written tests; (c) Assist in management of service contracts, procurements and budgeting; (d) Update information on website and publications; and (e) Provide executive support for records management and divisional meetings.
Normal Place of Work:	Cheung Sha Wan
No. of Nominations:	5

Job Title: Ref. 005 – Summer Intern [Driving Services Section] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Good command of both spoken and written English and Chinese; (b) Detail-minded with strong analytical skills; (c) Good interpersonal and communication skills; and (d) Proficient in computer skills (including Microsoft Word, Excel and Chinese word processing).
Duties:	(a) Assists to process driving test applications; (b) Provides support to the driving test system upgrade; (c) Consolidates government documents, briefs, publications and prepares statistics/ projections relating to driving test appointments; (d) Assists to handle public enquiries and complaints relating to driving test appointment matters; and (e) Provides executive support for records management.
Normal Place of Work:	Cheung Sha Wan
No. of Nominations:	5

Job Title: Ref. 006 – Summer Intern [Driving Services Section] 3

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 Microsoft Word, Excel and Chinese word processing).
Duties:	(a) To provide day-to-day executive support to Driver Improvement Scheme, Pre-service 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

Job Title: Ref. 007 – Summer Intern [Ferry and Paratransit Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Economics, Social Sciences, Statistics or related subjects is preferred; (b) Proficient in using Microsoft Word, Access and Excel would be an advantage; (c) Good command of both Chinese and English; (d) With relevant working experience/ internship experience is an advantage; (e) Available by mid-June is preferred; and (f) Student studying in Year 2 or above is preferred.
Duties:	(a) To assist in compiling statistics on patronage and operational data of licensed ferry services; (b) To assist in organising and updating ferry pier record and information, and to systematise them; (c) To assist in organising and updating the complaint record on ferry services; and (d) To assist in other day-to-day office administration duties.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 008 – Summer Intern [Ferry and Paratransit Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Economics, Social Sciences, Statistics or related subjects is preferred; (b) Proficient in using Microsoft Word, Access and Excel would be an advantage; (c) Good command of both Chinese and English; (d) With relevant working experience/ internship experience is an advantage; (e) Available by mid-June is preferred; and (f) Student studying in Year 2 or above is preferred.
Duties:	(a) To assist in compiling and analysing data on Rebus services and Disabled Parking Spaces/ Concessions provided by various organisations; (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, organising 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:	5

Job Title: Ref. 009 – Summer Intern [Ferry and Paratransit Division] 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science, Mathematics, Statistics, or related subjects is preferred; (b) Proficient in using Microsoft Access and Excel is an advantage; (c) Good command of both Chinese and English; (d) With relevant working experience/ internship experience is an advantage; and (e) Student studying in Year 2 or above is preferred.
Duties:	(a) To assist in carrying out research on measures of improving taxi service quality; (b) To assist in carrying out the Taxi Service Commendation Scheme; (c) To update and compile database and inventories of taxi operations; (d) To assist in collating the inventory records and conducting inventory check; and (e) To perform duties relating to record system management including updating, organising and managing file records.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 010 – Summer Intern [Human Resource Development Unit] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Communication/ Language/ Social Sciences (or related subjects); (b) Good computer literacy, including the operation of Microsoft Word, Excel, PowerPoint and basic knowledge in design work; and (c) Student studying in Year 3 or above in the academic year 2021-22 is preferred.
Duties:	Selected candidate will be assigned to perform the following duties: (a) assisting in training courses, including face-to-face training and online training; (b) compiling training statistics and information, e.g. evaluation summaries/ reports, etc.; (c) updating and organising training materials, including web resources; (d) assisting in records management and administrative work; (e) stock-taking and updating inventory records; (f) assisting in performing artwork design in online publication; and (g) providing support to other training-related projects as needed.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	10

Job Title: Ref. 011 – Summer Intern [Major Projects Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) PowerPoint design and editing; and (c) Any student studying in Year 2 or above.
Duties:	(a) To assist in preparing materials for project presentation; and (b) To assist in reviewing the 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

Job Title: Ref. 012 – 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) Knowledge of computer programming, software development, database and web design, etc.; (c) Relevant practical experience in computer programming including image processing, debugging and applications is preferred; and (d) Student studying in Year 2 or above is preferred.
Duties:	Provide assistance in undertaking the following tasks: (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 on the intranet/ internet; (c) To modify the design of the existing intranet relating to traffic standards; (d) To develop programme for data analysis; and (e) To perform other computing tasks related to road safety and design standards.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 013 – Summer Intern [Road Safety and Standards Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Computing knowledge, e.g. Microsoft Office Applications; (c) With relevant experience in GIS application and/or computer programming is preferred; and (d) Student studying in Year 3 is preferred.
Duties:	To assist with the following tasks: (a) handling and compiling traffic accident data in the Transport Information System (TIS); (b) conducting literature review on transport and traffic related topics; (c) conducting accident investigation on blacksites/ franchised bus accident black spots; (d) monitoring the Road Safety Audit process for capital works project; (e) reviewing the roadside safety of Hong Kong road network and the associated interventions identified; (f) conducting assessments on proposed bus related traffic management measures; and (g) performing other tasks related to road safety/ road safety audit/ bus safety.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	25

Job Title: Ref. 014 – Summer Intern [Road Safety and Standards Division] 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Marketing or Computing/ Graphic Design; and (b) Marketing and computing/ graphic design knowledge.
Duties:	To assist in the preparatory works for road safety related leaflet/ pamphlet and Road Safety Bulletin.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 015 – Summer Intern [Smart Mobility Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering/ Traffic and Transport Engineering/ Information Technology/ Computer Science/ Electronic Engineering; and (b) Proficient in Microsoft Office and database applications.
Duties:	To assist engineers and technical officers in undertaking engineering-related tasks, including: (a) Collate and analyse traffic data; (b) Conduct studies and research related to transport technologies; and (c) Collate public transport related database.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	10

Job Title: Ref. 016 – Summer Intern [Strategic Studies Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Good command of both spoken and written English and Chinese; and (c) Basic computer knowledge in the application of Microsoft Office.
Duties:	(a) To assist in carrying out the parking-related studies; (b) To assist in the consultation for the parking-related studies; and (c) To assist in other tasks related to planning of parking space.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 017 – Summer Intern [Traffic Engineering (Kowloon) Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Student taking subjects related to Traffic Planning and/or Traffic Engineering is preferred; (c) General knowledge of computing; and (d) Student studying in Year 2 or above.
Duties:	To assist in vetting Temporary Traffic Arrangements and Traffic Impact Assessments.
Normal Place of Work:	Mongkok
No. of Nominations:	10

Job Title: Ref. 018 – Summer Intern [Task Force/Walkability] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Competent in both Chinese and English word processing using Microsoft Word, numerical processing using Microsoft Excel, and preparation of presentation slides using Microsoft PowerPoint; and (c) Student studying in Year 2 or Year 3.
Duties:	(a) To assist in research of walkability related matters to promote and encourage walking; (b) To assist in research of review on the uses of electric mobility devices; (c) To assist in reviewing walkability improvement measures; (d) To assist in preparation of publicity materials related to walkability; and (e) To undertake other tasks related to walkability.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

Job Title: Ref. 019 – Summer Intern [Transport Operations (Hong Kong) Section] 1

Duration:	Approximately 8 weeks
Entry Requirements:	<ul style="list-style-type: none">(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 public transport system is preferred;(c) Familiar with Microsoft Office, Adobe Acrobat and Photoshop;(d) Fluent in both Chinese and English;(e) Student with one year of working experience is preferred; and(f) Undergraduate student studying in Year 2 or above is preferred.
Duties:	<ul style="list-style-type: none">(a) To update various inventory records for public transport services, public transport interchanges, bus shelters, tram stops and restricted/ prohibited zones on Hong Kong Island, 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;(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(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. <p>(Note: May have to work outdoors)</p>
Normal Place of Work:	Wan Chai
No. of Nominations:	10

Job Title: Ref. 020 – Summer Intern [Transport Operations (Kowloon) Section] 1

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 public transport system is preferred; (c) Familiar with Microsoft Office, Adobe Acrobat and Photoshop; (d) Fluent in both Chinese and English; (e) Student with one year of working experience is preferred; and (f) Undergraduate student studying in Year 2 or above is preferred.
Duties:	(a) To update various inventory records like public transport services, public transport interchange, bus shelters and restricted/ prohibited zones inventory in 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 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 in Kowloon; 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. (Note: May have to work outdoors)
Normal Place of Work:	Mongkok
No. of Nominations:	20

Job Title: Ref. 021 – Summer Intern [Transport Operations (New Territories) Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Environmental Studies, Business Administration, Public Administration Geography, Sociology, Computer Engineering or equivalent; and (b) Familiar with Microsoft Office, and imaging software and webpage editing software.
Duties:	To assist in the daily monitoring/ planning of public transport services in Tsuen Wan and Kwai Tsing, including: (a) To upkeep various inventory including public transport services, public transport facilities/ interchanges, new housing development projects, restricted/ prohibited zones, speed limits, etc. in Tsuen Wan and Kwai Tsing; (b) To search and collect basic information to facilitate the planning of public transport services in Tsuen Wan and Kwai Tsing; (c) To prepare and maintain updated textual and spatial data for the public transport services in Tsuen Wan and Kwai Tsing; (d) To update the complaint records in Tsuen Wan and Kwai Tsing; (e) To perform other duties as assigned by the supervisors; and (f) To work outdoors to collect data if necessary.
Normal Place of Work:	Mongkok
No. of Nominations:	5

Job Title: Ref. 022 – Summer Intern [Transport Operations (New Territories) Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science, Mathematics or Statistics is preferred; (b) Proficient in Chinese typing, and using Microsoft Word, Excel and PowerPoint; (c) Good command of both Chinese and English languages; (d) Student studying in Year 2 or above is preferred.
Duties:	To assist in handling cross-boundary transport services issues, including: (a) To update, maintain and analyse the records in the database related to cross-boundary transport services; (b) To assist in the preparation of schedules of services for cross-boundary coaches; (c) To provide administrative and general support; and (d) To perform any other duties as assigned by supervisors. (Note: May have to work outdoors)
Normal Place of Work:	Mongkok
No. of Nominations:	5

Job Title: Ref. 023 – Summer Intern [Transport Operations (New Territories) Division] 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Electronics, Computer Science, System Engineering, Computer Engineering, Transport Studies, Urban Planning, Business Management, Public Administration, Geography or Sociology is preferred; (b) Proficient in Chinese and English typing; (c) Familiar with Microsoft Office (Excel and Word), imaging software and webpage editing software; (d) Knowledge in computer programming and relevant information technology applications; (e) Good command of both Chinese and English languages; and (f) Student studying in Year 2 or above is preferred.
Duties:	To assist in the daily monitoring/ planning of public transport services in Islands District, including: (a) To review, update and maintain the databases related to public transport services, public transport facilities/ interchanges, permit information for restricted/ prohibited zones or closed road, etc. in Islands District; (b) To assist in enhancement to the permit management system; (c) To search, collect and analyse information to facilitate the planning of public transport services and permit management system for restricted/ prohibited zones or closed road in Islands District; (d) To prepare and maintain updated textual and spatial data for the public transport services in Islands District; (e) To update the complaint records in Islands District; (f) To provide administrative and general support; and (g) To perform other duties as assigned by the supervisors.
Normal Place of Work:	Mongkok
No. of Nominations:	5

Job Title: Ref. 024 – Summer Intern [Transport Planning Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering, Computer Science or equivalent; (b) Basic knowledge of transport system and network, (c) Knowledge of computer programming, software development, database and web design, etc.; (d) Relevant experience in GIS application and knowledge in using Microsoft Excel VBA are preferred; and (e) Student enrolled in full-time accredited post-secondary programmes offered by local or overseas post-secondary institutions in or before the 2020/21 academic years.
Duties:	(a) Updating highway network for strategic transport model; (b) Updating public transport network for strategic transport model; (c) Checking Base District Traffic Models (BDTM) data and network coding including junction configuration; and (d) Researching the trend and development of overseas transport system.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	20

Job Title: Ref. 025 – Summer Intern [Administration Support Unit, Urban (Kowloon) and New Territories Regional Office] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Basic computer knowledge, such as typing, Microsoft Word, Excel and PowerPoint; and (b) Student studying in Year 2 or above is preferred.
Duties:	(a) To assist in executive support works, including consolidating data, compiling returns and calculations; (b) To assist in conducting records management matters, which include updating the inventory, coordinating storage and arranging disposal; (c) To assist supervisor in handling the general administrative matters of the office; and (d) To carry out other duties as assigned by the senior officers.
Normal Place of Work:	Mongkok
No. of Nominations:	20

Job Title: Ref. 026 – Summer Intern [VALID & Licensing Division - Licensing Section] 1

Duration:	7 July 2021 - 31 August 2021
Entry Requirements:	(a) Having taken statistical related subject is an advantage; (b) Knowledge in using SAS to validate, clean, manipulate and combine data, draft report and create graphs is an advantage; (c) Competence in using application in Microsoft Excel; and (d) Availability for the entire employment period is a must (7 July 2021 - 31 August 2021).
Duties:	(a) To check the data consistency of completed questionnaires; (b) To compile data and produce survey results by using computer software such as SAS and Microsoft 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:	Yau Ma Tei
No. of Nominations:	10

Job Title: Ref. 027 – Summer Intern [VALID & Licensing Division - Licensing Section] 2

Duration:	2 - 22 July 2021
Entry Requirements:	(a) Ability to speak fluent Cantonese, English and Putonghua; and (b) Availability for the entire employment period is a must (2 - 22 July 2021).
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 Sha Tin Government Offices
No. of Nominations:	40

Job Title: Ref. 028 – Summer Intern [Vehicle Safety and Standards Division] 1

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Mechanical Engineering/ Electrical Engineering; (b) Knowledge of Microsoft Office and basic knowledge of automotive engineering; and (c) Student studying in Year 2 or above is preferred.
Duties:	(a) Provide administrative support in Vehicle Type Approval Document vetting; and (b) Provide support in vehicle engineering research projects.
Normal Place of Work:	Yau Ma Tei or Tsing Yi
No. of Nominations:	5

Job Title: Ref. 029 – Summer Intern [Vehicle Safety and Standards Division] 2

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Social Science or Arts; (b) Knowledge of Microsoft Office; and (c) Student studying in Year 2 or above is preferred.
Duties:	(a) To assist in providing executive support to the Vehicle Safety and Standards Division; and (b) To assist in the procurement and suppliers matter for Transport Department Vehicle Examination Complex.
Normal Place of Work:	Yau Ma Tei or Tsing Yi
No. of Nominations:	5

Job Title: Ref. 030 – Summer Intern [Vehicle Safety and Standards Division] 3

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Mechanical Engineering or Information Technologies; (b) Knowledge of web/ database server setup and basic knowledge of automotive engineering; and (c) Student studying in Year 2 or above is preferred.
Duties:	(a) Provide administrative support on update of guidelines, procedure or leaflets; and (b) Assist to set up a web and database server to centralise management of information.
Normal Place of Work:	Yau Ma Tei or Tsing Yi
No. of Nominations:	5