

**Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**  
**(Monthly Training Allowance in 2021: \$10,500)**

**Entry Requirements:-**

- (1) Applicants must be permanent residents of the Hong Kong Special Administrative Region;
- (2) Applicants should be full-time students studying in tertiary educational institutions; and other requirements specified in *Appendix I*.

**Main duties:** Please refer to the attached *Appendix I*.

**Place of work:** Please refer to the attached *Appendix I*.

**Employment Period:** Please refer to the attached *Appendix I*

**How to Apply:-**

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.

Students studying in non-local post-secondary institutions should forward the completed **Application Form** (*Appendix II*) together with the certificate of their student status to the below address by fax or E-mail (Please refer to the attached *Appendix I*) **on or before the specified deadline** (Please refer to the attached *Appendix I for details*). The job code concerned should be clearly marked on the application form.

Applications which are incomplete or without the required supporting documents will not be considered. All information provided will be treated in strict confidence. Personal data collected will be used for recruitment-related purpose only. Applicants who are not invited to an interview **by 25 June 2021** may assume that their applications are unsuccessful.

**Address :** Please refer to the attached Appendix I

**Enquiry Tel/Fax No. :** Please refer to the attached Appendix I

**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

<b>Post code</b>	<b>Tentative Employment Period</b>	<b>Course/Field of Study Year of Study</b>	<b>Main Duties/Job Nature</b>	<b>Required Experience, Knowledge &amp; Skills</b>	<b>Place of Work</b>
DCD/SI/A	June - August 2021 (3 months)	Bachelor Degree in Architectural Studies  Year: Have completed the first year of study and not be students graduating in 2021	(a) To assist the Architect to prepare schematic, detail design and tender drawings for the public housing development;  (b) To assist the Architect to co-ordinate the working drawings for construction;  (c) To assist the Architect to procure, brief and manage professional services providers and to monitor their work in meeting client's requirements; and  (d) To perform any other duties as required by the Architect.	Applicants should have good knowledge in computer applications and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office, AutoCAD, Photoshop and Building Information Modeling (BIM) are desirable.	Hong Kong Housing Authority Headquarters

**Please apply with a completed application form (Appendix II) to:**

**Address** : Architectural Section 3, 10/F, Block 3, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon  
**E-mail address** : douglas.chan@housingauthority.gov.hk  
**Tel No.** : (852) 2129 3230  
**Fax No.** : (852) 2129 3480  
**Contact Person** : Mr Douglas Chan, PTO(A)/3  
**Deadline for application** : **12 April 2021**

**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

<b>Post code</b>	<b>Tentative Employment Period</b>	<b>Course/Field of Study Year of Study</b>	<b>Main Duties/Job Nature</b>	<b>Required Experience, Knowledge &amp; Skills</b>	<b>Place of Work</b>
DCD/SI/GE	June - August 2021 (3 months)	Bachelor Degree in Civil Engineering  Year: Have completed the first year of study and not be students graduating in 2021	(a) to assist the Geotechnical Engineer to carry out desk study to collate existing geotechnical and geological information;  (b) to assist the Geotechnical Engineer to construct geological model for design analysis; and  (c) to assist the Geotechnical Engineer to carry out geotechnical design and calculation with the aid of geotechnical computer programs.	Applicant should have completed at least one geotechnical subject in his/her undergraduate study; and be fluent in both Chinese and English.	Hong Kong Housing Authority Headquarters

**Please apply with a completed application form (Appendix II) to:**

**Address** : Geotechnical Engineering Section 2, 9/F, Block 3, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon

**E-mail address** : [yandy.yung@housingauthority.gov.hk](mailto:yandy.yung@housingauthority.gov.hk)

**Tel No.** : (852) 2129 3183

**Fax No.** : (852) 2768 7465

**Contact Person** : Ms Yandy YUNG

**Deadline for application** : **12 April 2021**

**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

<b>Post code</b>	<b>Tentative Employment Period</b>	<b>Course/Field of Study Year of Study</b>	<b>Main Duties/Job Nature</b>	<b>Required Experience, Knowledge &amp; Skills</b>	<b>Place of Work</b>
DCD/SI/SE	June - August 2021 (3 months)	Bachelor Degree in Civil Engineering  Year: Have completed the first year of study and not be students graduating in 2021	(a) to assist the Structural Engineer to prepare schematic, detail design and tender drawings for the public housing development; (b) to assist the Structural Engineer to co-ordinate the working drawings for construction; (c) to develop structural model for analysis and design with the aid of structural computer program; (d) to carry out structural design and calculation; and (e) to perform any other duties as required by the Structural Engineer.	Applicants should have good knowledge in computer applications and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office and structural computer programs are desirable.	Hong Kong Housing Authority Headquarters

**Please apply with a completed application form (Appendix II) to:**

**Address** : Structural Engineering Section / Development & Construction, 8/F, Block 2, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon

**E-mail address** : pingyiu.wong@housingauthority.gov.hk

**Tel No.** : (852) 2761 5239

**Fax No.** : (852) 2761 5670

**Contact Person** : Mr WONG Ping-yiu (Structural Engineer / 175)

**Deadline for application** : **12 April 2021**

**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

<b>Post code</b>	<b>Tentative Employment Period</b>	<b>Course/Field of Study Year of Study</b>	<b>Main Duties/Job Nature</b>	<b>Required Experience, Knowledge &amp; Skills</b>	<b>Place of Work</b>
DCD/SI/CE	June - August 2021 (3 months)	Bachelor Degree in Civil Engineering  Year: Have completed the first year of study and not be students graduating in 2021	(a) To assist the Civil Engineer to prepare schematic, detail design and tender drawings for the public housing development;  (b) To assist the Civil Engineer to co-ordinate the working drawings for construction;  (c) To develop civil engineering model for analysis and design with the aid of civil computer program;  (d) To carry out civil engineering design and calculation; and  (e) To perform any other duties as required by the Civil Engineer.	Applicants should have good knowledge in computer applications and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office and computer-aided design drawing programs are desirable.	13/F, Pioneer Centre, 750 Nathan Road, Kowloon

**Please apply with a completed application form (Appendix II) to:**

**Address** : Civil Engineering Section 1, 13/F, Pioneer Centre, 750 Nathan Road, Kowloon  
**E-mail address** : desmond.lee@housingauthority.gov.hk  
**Tel No.** : (852) 3549 6581  
**Fax No.** : (852) 3549 6536  
**Contact Person** : Mr LEE Chiu-pun (Civil Engineer/29)  
**Deadline for application** : **12 April 2021**

**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

<b>Post code</b>	<b>Tentative Employment Period</b>	<b>Course/Field of Study Year of Study</b>	<b>Main Duties/Job Nature</b>	<b>Required Experience, Knowledge &amp; Skills</b>	<b>Place of Work</b>
DCD/SI/LA	June - August 2021 (3 months)	Master Degree or Bachelor Degree in Landscape Architecture / Studies  Year: Have completed the first year of study and not be students graduating in 2021	(a) to assist the Landscape Architect to prepare schematic, detailed design and tender drawings for public housing developments and open space projects;  (b) to assist the Architect to co-ordinate the working drawings for construction;  (c) to assist the Landscape Architect to compile database for greening works; and  (d) to perform any other duties as required by the Landscape Architect.	Applicants should have good knowledge in computer applications and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office, Autocad, Photoshop and Building Information Modeling (BIM) are desirable.	Hong Kong Housing Authority Headquarters

**Please apply with a completed application form (Appendix II) to:**

**Address** : Landscape Group, 8/F., Block 1, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon  
**E-mail address** : stephanie.lai@housingauthority.gov.hk  
**Tel No.** : (852) 2761 7571  
**Fax No.** : (852) 2761 7900  
**Contact Person** : Ms. Stephanie LAI, Landscape Architect/13  
**Deadline for application** : **12 April 2021**

**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

<b>Post code</b>	<b>Tentative Employment Period</b>	<b>Course/Field of Study Year of Study</b>	<b>Main Duties/Job Nature</b>	<b>Required Experience, Knowledge &amp; Skills</b>	<b>Place of Work</b>
DCD/SI/UP	June - August 2021 (3 months)	Master Degree or Bachelor Degree in Urban Planning  Year: Have completed the first year of study and not be students graduating in 2021	(a) To assist in district and project planning works; (b) To assist in site potential studies; (c) To assist in territorial and strategic government studies and other planning studies as appropriate; (d) To assist in ad-hoc researches and tasks as appropriate; and (e) To provide support and assistance to the Section as appropriate.	Applicants should have good knowledge in computer applications, be fluent in both Cantonese and English and good in written Chinese and English. Basic skills in applications of Geographical Information System (GIS) are desirable.	Hong Kong Housing Authority Headquarters

**Please apply with a completed application form (Appendix II) to:**

**Address** : Planning Section 1, 10/F, Block 2, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon  
**E-mail address** : kalai.yeung@housingauthority.gov.hk  
**Tel No.** : (852) 2761 5310  
**Fax No.** : (852) 2761 5870  
**Contact Person** : Ms Vanessa YEUNG, Planning Officer (29)  
**Deadline for application** : **12 April 2021**

**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

<b>Post code</b>	<b>Tentative Employment Period</b>	<b>Course/Field of Study Year of Study</b>	<b>Main Duties/Job Nature</b>	<b>Required Experience, Knowledge &amp; Skills</b>	<b>Place of Work</b>
DCD/SI/SH	June - August 2021 (3 months)	Bachelor of Science (Honours) in Environmental and Occupational Safety and Health  Year: Have completed the first year of study and not be students graduating in 2021	(a) to assist the professional to prepare for the safety event;  (b) to assist the professional to procure site safety training programme service;  (c) to assist the professional to vet script and video submissions of safety events; and  (d) to perform any other duties as required by the professional/manager.	Applicants should have good knowledge in computer applications and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office and Photoshop are desirable.	Hong Kong Housing Authority Headquarters

**Please apply with a completed application form (Appendix II) to:**

**Address** : Safety and Health Unit, 12/F, Block 3, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon  
**E-mail address** : [cynthia.lee@housingauthority.gov.hk](mailto:cynthia.lee@housingauthority.gov.hk)  
**Tel No.** : (852) 2129 3859  
**Fax No.** : (852) 2129 3390  
**Contact Person** : Ms LEE Tsz-man, A/45  
**Deadline for application** : **12 April 2021**



**Employment of Post-Secondary Student Summer Internship Programme 2021**  
**Housing Department**

Post code	Tentative Employment Period	Preferred Discipline/Course / Year Studying in Institute	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
EMD/SI/MS	July - August 2021	Bachelor Degree in Surveying  Year: Have completed the first year of study and not be students graduating in 2021	To assist Maintenance Surveyors in:-  (a) desktop study and research on the maintenance history and proposing repair methods;  (b) condition surveys to identify existing defects;  (c) site inspection and monitoring of the progress of maintenance/improvement works;  (d) vetting compliance of the proposed materials, test reports, quality control measures, etc.;  (e) inspection upon completion of site works; and  (f) contract administration.	Applicants should have good knowledge in computer applications, and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office are desirable.  Remark: Each applicant is required to submit an essay (in English or Chinese) of not more than 1 000 words introducing himself/herself together with the application.	Hong Kong Housing Authority Headquarters, Regional Management Offices, and other District Maintenance Offices of Housing Department

**Please apply with a completed application form (Appendix II) to:**

**Address** : Maintenance Surveyor/Kwun Tong Regional Management Office (Kowloon East)  
2/F, Chun Wah Court, 22 Chun Wah Road, Kowloon, HONG KONG

**E-mail address** : wallaceloo.loo@housingauthority.gov.hk

**Enquiries** : Tel.: (852) 2751 4528 / Fax No: (852) 2755 4615 (Mr. Wallace Y.B. LOO)

**Deadline for application** : **12 April 2021**

**香港特別行政區政府專上學生暑期實習計劃申請書**  
**Application Form for Post-Secondary Student Summer Internship Programme**  
**in the Government of the Hong Kong Special Administrative Region**

**備註 Notes:**

- (a) 申請人必須就每一個申請的實習空缺填寫一份申請書。 Applicant should complete one application form for each intern vacancy in the Government.
- (b) 請用黑色/藍色墨水筆或原子筆，以正楷填寫申請書。 Please complete the form in block letters and in black or blue ink.
- (c) 申請人須提供正確資料。 Please ensure that the information provided is accurate.
- (d) 申請人如未能提供所需的資料，申請書可能不獲受理。 Your application may not be considered if you fail to provide the requested information.
- (e) 申請人所提供的資料，將用於與專上學生暑期實習計劃有關的招聘工作以及其他與僱用有關的事宜上。 The information provided will be used for recruitment relating to the Post-Secondary Student Summer Internship Programme and other employment-related purposes.
- (f) 提交申請書後，如欲更改或查詢個人資料，請與招聘部門負責人聯絡。 For correction of or access to personal data after submission of the application form, please contact the subject officer of the recruiting departments.

申請人編號

Candidate No.

(只供有關部門填寫 Official use only)

申請實習空缺名稱 Title of Intern Vacancy Applied For		政策局 / 部門及組別 Bureau/Department (Division/Section)	
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**A部 Section A**

<b>個人資料 Personal Particulars</b>			
姓名 Name	_____		_____
	(中文Chinese)		(英文English)
香港身分證號碼 Hong Kong Identity Card Number	性別 Sex	男 Male <input type="checkbox"/>	女 Female <input type="checkbox"/>
你是否香港特別行政區永久性居民? Are you a permanent resident of the Hong Kong Special Administrative Region?		是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
聯絡電話/流動電話* Contact telephone number / mobile phone*	_____		電郵地址 E-mail address _____
地址 Address	_____		

**學歷 (按考獲資格的日期順序列出) Academic Attainment (in chronological order)**

學院/頒發機構 (例如：香港考試及評核局) Institute/Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (日/月/年) Date Issued (DD/MM/YYYY)	學歷 (例如：香港中學文憑考試) Qualifications (e.g. Hong Kong Diploma of Secondary Education Examination)	及格科目及成績 (例如：成績等級、及格、良好、榮譽學位等級、主修、副修科目等) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class, Division, Major, Minor, etc.)

\* 請刪去不適用者

Please delete where inapplicable

