

Post-Secondary Student Summer Internship Programme 2024

Housing Department

(Monthly Training Allowance in 2024: \$11,200)

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 24 June 2024** 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 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
DCD/SI/A	June - August 2024 (3 months)	Bachelor Degree in Architectural Studies Year: Have completed the first year of study and not be students graduating in 2024	(a) To assist the Architect to prepare schematic and detail design drawings for the public housing development; (b) To assist the Architect to co-ordinate with the professional service providers for drawing preparation and monitor the work progress in meeting client's requirements; and (c) To assist the Architect to prepare presentation drawings and documents for internal design submissions 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, Building Information Modeling (BIM), 3D rendering and Photoshop are desirable.	Hong Kong Housing Authority Headquarters

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

Address : Architectural Section 1, 11/F, Block 3, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon
E-mail address : ric.che@housingauthority.gov.hk
Tel No. : (852) 2129 3437
Fax No. : (852) 2129 3493
Contact Person : Mr Ric CHE, PTO(A)/1
Deadline for application : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
DCD/SI/BS/1	June - August 2024 (3 months)	Bachelor Degree in Engineering (Building Services / Electrical / Mechanical Engineering) Year: Have completed the first year of study and not be students graduating in 2024	<ol style="list-style-type: none"> 1. To assist the Building Services Engineer in carrying out the following tasks: <ol style="list-style-type: none"> (a) Designing building services installations for Housing projects; (b) Data sorting and analysis of electricity consumption data collected from public housing estates; (c) Study on the potential use of CIC's Carbon Assessment Tool (CAT) material parameters in public housing; (d) Conduct studies in enhancement of PV system; (e) Enhancement of energy efficiency and user friendliness of the lighting control system in public housing; (f) Conduct trial in the use of Internet of Things (IoT) in water pump system; and (g) Conduct studies related to lift and escalator installation and Innovation & Technology (I&T) for building services installation. 2. To perform any other duties as required by the Building Services Engineer. 	Applicants should have good knowledge in computer applications and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office, ACAD/ MicroStation and Photoshop are desirable.	Hong Kong Housing Authority Headquarters

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

Address : Building Services Section 2, 8/F, Block 1, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon

E-mail address : conniewy.fung@housingauthority.gov.hk

Tel No. : (852) 2761 5488

Fax No. : (852) 2761 7622

Contact Person : Ms Connie FUNG, BSE/C18

Deadline for application : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
DCD/SI/GE	June - August 2024 (3 months)	Bachelor Degree in Civil Engineering Year: Have completed the first year of study and not be students graduating in 2024	To assist the Geotechnical Engineer to: (a) carry out desk study to collate existing geotechnical and geological information; (b) construct geological model for design analysis; and (c) carry out geotechnical design and calculation with the aid of geotechnical computer programs.	Applicants 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 1, 9/F, Block 3, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon
E-mail address : hanglung.sum@housingauthority.gov.hk
Tel No. : (852) 2129 3037
Fax No. : (852) 2768 7465
Contact Person : Mr Angus SUM, GE/13
Deadline for application : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
DCD/SI/LA	June - August 2024 (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 2024	(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 Landscape 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 : sunnyhoyin.chan@housingauthority.gov.hk
Tel No. : (852) 2761 7577
Fax No. : (852) 2761 7900
Contact Person : Mr. Sunny CHAN, Landscape Architect/11
Deadline for application : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
DCD/SI/SE	June - August 2024 (3 months)	Bachelor Degree in Civil / Structural Engineering Year: Have completed the first year of study and not be students graduating in 2024	(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 : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
DCD/SI/SH	June - August 2024 (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 2024	(a) To assist the professional to prepare for safety event; (b) To assist in promoting safety measures among site personnel through site visits; (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 : timothy.lau@housingauthority.gov.hk

Tel No. : (852) 2129 8057

Fax No. : (852) 2129 3390

Contact Person : Mr LAU Chee-tim, TSAM/1

Deadline for application : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
DCD/SI/UP	June - August 2024 (3 months)	Master Degree or Bachelor Degree in Urban Planning Year: Have completed the first year of study and not be students graduating in 2024	(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 : alicecy.wong@housingauthority.gov.hk
Tel No. : (852) 2761 5316
Fax No. : (852) 2761 5870
Contact Person : Ms Alice WONG, Planning Officer (32)
Deadline for application : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
Housing Department

Post code	Tentative Employment Period	Course/Field of Study Year of Study	Main Duties/Job Nature	Required Experience, Knowledge & Skills	Place of Work
EMD/SI/MS	July - August 2024 (2 months)	Bachelor Degree in Surveying Year: Have completed the first year of study and not be students graduating in 2024	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.	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 : chim.lo@housingauthority.gov.hk

Enquiries : Tel.: (852) 2751 4528 / Fax No: (852) 2755 4615 (Mr. Don C.M. LO)

Deadline for application : **22 March 2024**

Employment of Post-Secondary Student Summer Internship Programme 2024
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/BS/2	Mid-June – Mid-August 2024 (2 months)	Bachelor Degree in Engineering (Building Services/ Electrical/ Mechanical Engineering) Year: Have completed the first year of study but do not graduate in 2024 or earlier	(a) To assist the Building Services Engineer:- <ul style="list-style-type: none">- To carry out the tasks required in the building services aspects of maintenance and improvement works and projects;- To collect feedback and requirements;- To carry out data analysis under supervision; and- To draft evaluation reports. (b) To perform any other duties as required by the Building Services Engineer.	Applicants should have good knowledge in computer applications, and be fluent in both Cantonese and English. Basic skills in application of Microsoft Office, AutoCAD/ MicroStation and Photoshop are desirable.	Hong Kong Housing Authority Headquarters or other Regional Management Offices

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

Address : Support Services Section 1, 5/F, Block 1, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon
E-mail address : tszkong.yeung@housingauthority.gov.hk
Tel No. : (852) 2761 5333
Fax No. : (852) 2761 7624
Contact Person : Mr Eric YEUNG, BSE/BSM3 (Atg.)
Deadline for application : **22 March 2024**

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。遞交申請書後，如申請書內所提供的資料（包括你的香港特別行政區永久性居民的身分）有任何更改，你必須通知招聘部門負責人員。Please ensure that the information provided is accurate. You are required to notify the subject officer of the recruiting department if there are any subsequent changes to the information provided, including any change to your permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form.
- (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，將用於與本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 this programme and other employment-related purposes.
- (f) 遞交申請書後，如欲更改或查詢個人資料，請與招聘部門負責人員聯絡。For correction of or access to personal data after submission of the application form, please contact the subject officer of the recruiting department.

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)
---	---

A部 Section A

個人資料 Personal Particulars

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 女 Female

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 否 No

聯絡電話
Contact telephone number _____

電郵地址
E-mail address _____

地址
Address _____

在香港居留時間（請按日期先後填寫） Length of Residence in Hong Kong (with dates in chronological order)

由 (月/年) From (Month/Year)	至 (月/年) To (Month/Year)	期間 Duration
_____	_____	_____
_____	_____	_____
合計 Total		_____

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.)

教育程度 (按接受教育日期順序列出) Education (in chronological order)				
曾經/現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	學系/主修學科 Faculty/Major Area of Study	課程名稱及就讀班級 Course and Year of Study	就讀日期(月/年)Date (MM/YYYY)	
			由From	至To

工作經驗 (包括暑期工和兼職) (請按任職日期順序列出) Work Experience (including summer employment & part-time jobs) (in chronological order)		
公司名稱 Name of Company	職位 Position Held	工作性質 Nature of Work

特別技能及知識 (例如：電腦操作) Special Skills and Knowledge (e.g. computing knowledge)

課外活動 (例如：學生會) (可選擇是否填寫) Extra-Curricular Activities (e.g. Student Union) (Optional)

B部 (可選擇是否填寫) Section B (Optional)

你是否殘疾人士? Are you a candidate with disability? 是 Yes 否 No

如為殘疾人士，請註明殘疾性質及程度，以及在參加面試時是否需要特別的安排 -
If yes, please indicate nature and degree of disability and specify whether you need special arrangement for attending an interview, if any -

(註Note: 政府遴選時對殘疾人士及其他申請人一視同仁。申請人如需獲得為殘疾人士而設的聘任相關安排，有關部門可能要求提交醫生證明其為殘疾人士。Candidates with disabilities are considered on equal terms with other applicants. The Government may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.)

C部 Section C

本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已作更改後通知招聘部門，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the recruiting department any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government.

本人同意政府可就本實習計劃有關的招聘工作以及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。I consent to the Government making any necessary enquiries for purposes relating to this programme and employment with the Government and for the verification of the information given above. I authorise all government departments and other organizations or agencies to release any record or information as may be required for these enquiries.

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜。I understand and accept that the information given above will be provided to government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the Government.

日期Date

簽署Signature
