

## Post-Secondary Student Summer Internship Programme 2025

The following internship placement opportunities are now available for application

### General Requirements:

Applicants should –

- (a) be permanent residents of Hong Kong Special Administrative Region;
- (b) be enrolled in full-time accredited post-secondary programme offered by post-secondary institutions;
- (c) not be final-year students who will complete their programmes in the summer of 2025; and
- (d) have good communication skills in both Chinese and English.

<b>(1)</b>	<b>Job Title:</b>	Summer Intern (Acquisition, Allocation & Disposal)
	<b>Entry Requirements :</b>	Applicants should - (a) be full-time students in post-secondary institutions of any year of study in surveying degree programmes or property management degree programmes; (b) be proficient in MS Word, Excel and AutoCAD; and (c) have basic knowledge in property market, agency and tenancy matters.
	<b>Duties :</b>	Assisting in scrutinising tenancy agreements and licence agreements; assisting in preparation of valuation reports on rental values, licence fees and management charges; assisting in tenancy management and to prepare standard correspondence; assisting in site search in new leasing cases; calculating the leasing areas with the aid of AutoCAD for leasing purpose; and consolidating returns and record management.

<b>(2)</b>	<b>Job Title:</b>	Summer Intern (Property Management)
	<b>Entry Requirements :</b>	Applicants should - (a) be full-time students of completed second year or above in post-secondary institutions in surveying degree programmes or property management degree programmes; (b) be proficient in MS Office, Excel and PowerPoint; and (c) have knowledge in the field of building surveying and / or property management, maintenance, relevant building laws and contract laws.
	<b>Duties :</b>	Assisting in property management matters including site inspections; collecting and analysing data; vetting management fee budget and other documents; attending meetings and preparing meeting materials; and drafting tender documents, etc..

<b>(3)</b>	<b>Job Title:</b>	Summer Intern (Administrative Services)
	<b>Entry Requirements :</b>	Applicants should - (a) be full-time students of second year or above in post-secondary institutions in any degree programmes; (b) be proficient in MS Word and Excel, with knowledge of MS Access preferred; and (c) be good at analysing data and rectifying data problems
	<b>Duties :</b>	Assisting in maintaining and enhancing the existing rental payment record; assisting in reviewing supplier records and records management.

**Allowance:**

HK \$11,200 per month

**Terms of Appointment:**

Summer interns are engaged under non-civil service appointment. They are normally required to work 44 hours per week. Employment period is from June to August 2025.

**Fringe Benefits:**

Rest days, statutory holidays, general holidays and sickness days, where appropriate, will be granted to successful candidates in line with the provisions in the Employment Ordinance. Summer interns are subject to the Mandatory Provident Fund Scheme Ordinance (Cap. 485).

**General Notes:**

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) Where 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 recruitment examination and / or interview.

- (f) 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 <https://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (g) 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 below enquiry address.
- (h) Those who have not informed by six to eight weeks from the closing date may assume that their applications are unsuccessful.

**How to Apply :**

- (a) Hong Kong students studying in local post-secondary institutions should apply through the Student Affairs Offices / Career Centres of their respective institutions. Direct applications will not be considered. They are advised to note the deadlines set by the respective institutions.
- (b) Students studying in non-local post-secondary institutions should download the application form on the website of the Civil Service Bureau (<http://www.csb.gov.hk/english/admin/appoint/782.html>). Completed application form with copies of certificates and academic transcripts should be posted to the enquiry address below via the applicant’s institution or by the applicant together with the original copy of a reference letter issued by his / her respective institution on or before **31 March 2025** (according to postmark). Please mark “Application for Summer Intern” on the envelope.
- (c) Applications that are incomplete, submitted by fax, late or without the above required supporting documents will not be processed.

**Enquiry Address and Telephone:**

Personnel Registry, Government Property Agency, 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. For enquiries, please call 3842 6794 / 3842 6811 / 3842 6815.

**Closing Date for Application:**

31 March 2025