

Customs and Excise Department
Post-Secondary Student Summer Internship Programme 2023

(1)	Job Title:	Summer Intern (Airport Command)
	Entry Requirements:	<p>Applicants should:</p> <p>(a) preferably be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme;</p> <p>(b) be fluent in both spoken and written Chinese and English; and</p> <p>(c) possess good knowledge in computer applications (including Microsoft Office, especially spreadsheet, word-processing and Chinese input method).</p>
	Duties:	<p>A summer intern is required to:</p> <p>(a) assist in handling general public enquiries;</p> <p>(b) based on the content of the enquiries, conduct research on the concerned ordinances / control status and draft replies; and</p> <p>(c) provide support on matters relating to general office administration and records management, etc.</p> <p>[Note: Work location is at the Airport.]</p>

(2)	Job Title:	Summer Intern (Consumer Protection Bureau)
	Entry Requirements:	<p>Applicants should:</p> <p>(a) preferably be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Marketing / Journalism and Communication is an advantage;</p> <p>(b) have good presentation skill; and</p> <p>(c) be fluent in both spoken and written Chinese and English.</p>
	Duties:	<p>A summer intern is required to:</p> <p>(a) assist in preparing seminars on promoting (i) the safety standard updates of the Toys and Children's Products Safety Ordinance and compliance with the identification marking or bilingual warning requirements; and (ii) the Trade Description Ordinance, to traders;</p> <p>(b) prepare the presentation materials for the seminars;</p> <p>(c) invite more target traders to join the seminars through distributing pamphlets at hot toys and children's products selling spots or through online invitations; and</p> <p>(d) assist in conducting the seminars to be held in July and August.</p>

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(3)	Job Title:	Summer Intern (Intellectual Property Investigation Bureau)
	Entry Requirements:	<p>Applicants should:</p> <p>(a) preferably be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Design / Marketing / Creative Media / Visual Communication / Graphic Design / Journalism and Communication is an advantage;</p> <p>(b) have experience in organizing events (preferably relating to youth education) and good skills on website design, graphic design, communication and presentation; and</p> <p>(c) be fluent in both spoken and written Chinese and English.</p>
	Duties:	<p>To provide support in organizing youth programmes of C&ED. A summer intern is required to:</p> <p>(a) assist in working out the plan for organizing the youth programme;</p> <p>(b) assist in setting up and administration of a website for the youth programme;</p> <p>(c) design and arrange publicity for the youth programme; and</p> <p>(d) liaise with schools and non-government organizations for organizing youth education activities.</p>

(4)	Job Title:	Summer Intern (Land Boundary Command)
	Entry Requirements:	<p>Applicants should:</p> <p>(a) preferably be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Design / Marketing / Creative Media / Visual Communication / Graphic Design / Journalism and Communication is an advantage;</p> <p>(b) be familiar with social media platforms;</p> <p>(c) have experience in video editing / graphic design;</p> <p>(d) preferably have knowledge on Photoshop / Final Cut Pro; and</p> <p>(e) be fluent in written Chinese and English.</p>
	Duties:	<p>A summer intern is required to:</p> <p>(a) assist in the design and production of publicity materials (e.g. videos, images) for Customs Canine Force or Single E-lock Scheme;</p> <p>(b) assist in video and photo shooting, editing and retouching;</p> <p>(c) assist in conducting research related to trade relations, global canine enforcement situation or Single E-lock Scheme;</p> <p>(d) assist in organizing activities; and</p> <p>(e) assist in general administrative work.</p>

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(5)	Job Title:	Summer Intern (Ports and Maritime Command)
	Entry Requirements:	<p>Applicants should:</p> <ul style="list-style-type: none"> (a) be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Business Administration / Marketing / Logistics or Supply Chain Management is an advantage; (b) have experience in organizing promotion events, and possess good communication and presentation skills; (c) be fluent in both spoken and written Chinese and English; and (d) be proficient in mobile and computer applications (including Microsoft Word, Excel, PowerPoint and Chinese input method).
	Duties:	<p>To provide support in promoting the Free Trade Agreement Transshipment Facilitation Scheme (FTA Scheme) of C&ED. A summer intern is required to:</p> <ul style="list-style-type: none"> (a) assist in preparing publicity materials; (b) assist in liaising with trade associations and business organizations to arrange promotion activities; (c) assist in organizing seminars and webinars; (d) conduct researches on Free Trade Agreements and related topics, including data collection and analysis; and (e) assist in general administrative work.

(6)	Job Title:	Summer Intern (Office of Customs Affairs and Co-operation)
	Entry Requirements:	<p>Applicants should:</p> <ul style="list-style-type: none"> (a) preferably be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Chinese, English or Accountancy is an advantage; (b) preferably have experience in general administrative work and organizing activities; (c) have knowledge in Chinese word processing in computers; and (d) be fluent in both spoken and written Chinese and English.
	Duties:	<p>A summer intern is required to:</p> <ul style="list-style-type: none"> (a) assist in handling matters relating to meetings or duty visits coordinated by the Office; (b) assist in organizing activities; and (c) assist in general administrative work (e.g. financial resources management, maintaining filing system, etc.)

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(7)	Job Title:	Summer Intern (Office of Information Technology)
	Entry Requirements:	<p>Applicants should:</p> <ul style="list-style-type: none"> (a) be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Computer Science, Computer Studies, Information Technology or related subjects; (b) have good skills on research and presentation; (c) studying or having work experience in algorithm design, artificial intelligence, big data analytics, natural language processing, machine learning or robotics is a major advantage; (d) studying or having work experience in Design / Computer Graphic / Creative Media / Visual Communication / Graphic Design field is also an advantage; and (e) be fluent in both spoken and written Chinese and English.
	Duties:	<p>A summer intern is required to:</p> <ul style="list-style-type: none"> (a) undertake work in relation to IT project management and implementation; (b) conduct researches on applying emerging technologies to Customs operations; and (c) assist to promote the Innovation and Technology adoption by the C&ED.

(8)	Job Title:	Summer Intern (Office of Trade Single Window Operation)
	Entry Requirements:	<p>Applicants should:</p> <ul style="list-style-type: none"> (a) be a full-time student of an undergraduate programme; (b) preferably have experience in organizing promotional activities and knowledge in graphic design and creative media; (c) be team-oriented, responsible and possess good communication skills; and (d) be fluent in both spoken and written Chinese and English and be proficient in computer skills.
	Duties:	<p>To provide support to Outreach and Training Unit in promoting the Trade Single Window. A summer intern is required to:</p> <ul style="list-style-type: none"> (a) assist in the planning of promotional activities and conduct company visits; (b) assist in design and arrangement for production of publicity materials; (c) record statistics of promotional activities and compile reports; and (d) provide logistics support.

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(9)	Job Title:	Summer Intern (Office of Training and Development)
	Entry Requirements:	<p>Applicants should:</p> <ul style="list-style-type: none"> (a) preferably be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Design / Marketing / Creative Media / Visual Communication / Graphic Design / Journalism and Communication is an advantage; (b) have experience in organizing events (preferably relating to youth education) and good skills on graphic design, communication and presentation; and (c) be fluent in both Cantonese and English.
	Duties:	<p>To provide support in organizing career promotion programmes of C&ED. A summer intern is required to:</p> <ul style="list-style-type: none"> (a) assist in working out the plan for organizing the career promotion; (b) assist in designing and arranging the career promotion programmes; and (c) liaise with schools and non-government organizations for organizing career promotion activities.

(10)	Job Title:	Summer Intern (Office of Trade Relations and Public Communication)
	Entry Requirements:	<p>Applicants should:</p> <ul style="list-style-type: none"> (a) preferably be a full-time Year 2 student under 3-year curriculum or a full-time Year 3 student under 4-year curriculum of an undergraduate programme, studying in the stream of Design / Marketing / Creative Media / Visual Communication / Graphic Design / Journalism and Communication is an advantage; (b) be familiar with social media platforms; (c) have experience in video editing / graphic design; (d) preferably have knowledge on Photoshop / Final Cut Pro; and (e) be fluent in both written Chinese and English.
	Duties:	<p>A summer intern is required to:</p> <ul style="list-style-type: none"> (a) assist in the design and production of publicity materials (e.g. videos, images) for usage in publicity activities and social media platforms; (b) assist in video and photo shooting, editing and retouching; (c) assist in conducting research related to trade relations and public communication; (d) assist in organizing activities; and (e) assist in general administrative work.

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Allowance:

HK\$11,200 per month

Terms of Appointment:

Summer interns are engaged under non-civil service appointment. Internship period is between mid-July and August 2023 for approximately 6 weeks. Summer interns are normally required to work 44 hours per week.

(Summer interns may be required to work outside normal office hours, on weekends and holidays in the light of service needs.)

Fringe Benefits:

Summer interns are eligible for rest days, statutory holidays (or substituted holidays), general holidays and sickness day, where appropriate, in accordance with the provisions of the Employment Ordinance. They are subject to the Mandatory Provident Fund Scheme Ordinance.

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) Candidates must currently be enrolled in full-time degree courses of postsecondary institutions locally or overseas.
- (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.
- (d) 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.
- (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 the Group 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 Group Interview 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".

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- (g) 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.
- (h) 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.

How to apply:

- (a) Applicants should download the application form from the Civil Service Bureau's website (<http://www.csb.gov.hk/english/admin/appoint/782.html>) and submit the completed form together with copies of certificates of their student status and academic transcripts by mail to the below enquiry address on or before the closing date for application (the postmark date on the envelope will be regarded as the date of application). **Those who do not provide the copies of certificates of their student status and academic transcripts will not be considered.**
- (b) **Please mark the job title on the application form and the envelope.**
- (c) **Each applicant could only apply for one post of Summer Intern in the Customs and Excise Department. Applicants who apply for more than one post will not be considered.**
- (d) To avoid delayed or unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. An applicant will bear any consequences arising from not paying sufficient postage. Applications submitted by fax or e-mail will not be processed.
- (e) Applications which are incomplete, or late, or not made in the prescribed form, or not duly signed will not be considered.
- (f) Group Interview will be conducted in the week of 15 May 2023 the earliest and invitation will be sent to candidates in the week of 8 May 2023. Those who are not invited for interview may assume that their applications are unsuccessful.
- (g) As invitations will be issued via e-mail, applicants should provide an accurate e-mail address in their application forms. Applicants are responsible for checking their e-mails to ensure that invitation will be duly received.

Enquiry Address:

25/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong

Enquiry Telephone:

3759 3189

Closing Date: 2 May 2023