

**Government of the Hong Kong Special Administrative Region
2024 Internship Scheme for Students with SEN (The Scheme)**

Post Title	Summer Intern
Duration	8 weeks in summer 2024 during one of the following periods: ➤ 17 June (Mon) – 9 August 2024 (Fri) or ➤ 2 July (Tue) – 23 August 2024 (Fri)
Job range	➤ General administration and/or policy support, human resource management, financial resource management, event management, system/project planning and development, and/or support to boards and councils, etc. ➤ Non-administration duties relating to the functions of the bureau/department (B/D) concerned may also be required
The Scheme includes	➤ About five days of training/briefing will be provided by the B/D offering the internship place. A mentor will be assigned to each intern to assist him/her in adapting to the working environment. ➤ Certificate of Internship (will be provided upon successful completion of internship, i.e. the intern has attained a satisfactory attendance (at least 80%) and rendered good performance as well as conduct during the internship period as confirmed by the B/D concerned.)
Salary	HK\$11,200 per month (The remuneration for each calendar month will be calculated on a pro-rata basis.)
Requirements	➤ Permanent resident of HKSAR ➤ Non-final year registered student with SEN studying a full-time bachelor degree
Remarks	All staff employed on non-civil service terms by the HKSAR Government (including the participants of the Scheme) on or after 1 July 2020 are required to sign a declaration that they will uphold the Basic Law of the Hong Kong Special Administrative Region of the People’s Republic of China, bear allegiance to the HKSAR, be dedicated to their duties and be responsible to the HKSAR Government.

Application details

1. Complete the attached application package which include the followings:
 - Application form (Annex B)
 - Essay of not more than 300 words (either in Chinese or English) on why you apply for the Scheme and what you would like to achieve for
2. Send the completed and signed application package to USSEN by email to ussen@hkbu.edu.hk **on or before 22 February 2024 (Thursday). Late or incomplete applications will not be processed.**

The successful applicants will be informed by the Civil Service Bureau by May 2024.