

**Post-Secondary Student Summer Internship Programme 2020**  
**Agriculture, Fisheries and Conservation Department**  
**(Monthly Allowance in 2020: \$10,500)**

**Entry Requirements:-**

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

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

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

**Employment Period:** Please refer to 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. Applicants 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 email on or before the deadline. Please refer to Appendix I for details. The project number concerned should be clearly marked on the completed 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 15 June 2020 may assume that their applications are unsuccessful.

**Address:** Please refer to Appendix I

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

**Appendix I and Appendix II**

**Employment of Post-Secondary Student Summer Internship Programme 2020**  
**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/1	June - August 2020 (2 months)	Major in Ecology, Biodiversity, Biology or related disciplines, Environmental Sciences, Studies or Management  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To manage survey database; (b) To analyse ecological data; (c) To assist in ecological surveys; and (d) To handle other administrative work (where necessary)	Knowledge and skill to use Microsoft Office software e.g. Excel, Word  Data-processing and analysis experience would be a benefit  Physically fit to conduct outdoor field work	AFCD HQs

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

**Address :** 5/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

**E-mail address :** [mailbox@afcd.gov.hk](mailto:mailbox@afcd.gov.hk)

**Tel No. :** (852) 2150 6668, 2150 6660

**Fax No. :** (852) 2311 3731

**Contact Person :** Ms Gloria Ng, Mr Ben CHOI

**Deadline for application :** 23:59 on 7 April 2020 (Hong Kong Time)

**Employment of Post-Secondary Student Summer Internship Programme 2020**  
**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/2	June - August 2020 (3 months)	Major in Journalism and Communication, Animation and Media Arts, Public Relations and Advertising, Multimedia Technology and Innovation and related subjects  Year of Study: 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in the implementation of publicity programme through the use of infographics and videos on social media; and (b) To conduct studies and surveys for local crop production, farms and brand development	knowledge in photo and video shooting, editing and production, using Photoshop, Premiere/other programmes  Any materials or portfolio to demonstrate their experience in multi-media promotion or design could be an advantage (to be provided in interview)	Tai Lung Experimental Station

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AFCD/3	June - August 2020 (3 months)	Major in Applied or Natural Science or related subjects (e.g. Chemistry, Food Science, etc.)  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in conducting physical and chemical analysis on vegetable, soil and water samples; and  (b) To keep chemical and equipment stock inventory of laboratory and preparing laboratory data reports	Basic laboratory knowledge in chemical and physical analysis  Any materials or portfolio to demonstrate their experience in multi-media promotion or design could be an advantage (to be provided in interview)	Tai Lung Experimental Station

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AFCD/4	June - August 2020 (3 months)	Major in Computer Science or related subjects  Year of Study: 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To input data and analyse data; (b) To set up and maintain social media platform; and (c) To revamp the computer database	Adequate knowledge in Microsoft computer software (Word, Excel, PowerPoint, Access, Acrobat, etc.), knowledge and experience in setting up and administering FB, instagram, twitter, and other common social media platform  Any materials or portfolio to demonstrate their experience in multi-media promotion or design could be an advantage (to be provided in interview)	Tai Lung Experimental Station

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AFCD/5	June - August 2020 (3 months)	Major in Ecology & Biodiversity, Environmental Science or other relevant subject  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To update and enrich the publicity programs including powerpoint, teaching kits and worksheets; (b) To design enrichment activities and booth games for ESRC or other publicity event; (c) To assist with the daily operation of ESRC; (d) To assist in the update of AFCD official website; (e) To design and prepare any education and publicity material including graphic design, modelling products and IT program system; and (f) any other duties assigned by supervisors	Communications skills with large groups and young children; design and computing skills	AFCD HQs

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AFCD/6	June - July 2020 (2 months)	Major in Biology, Zoology, Biological Science, Ecology, Environmental Science, Life Science  Year of Study: 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(a) To provide general administrative support; (b) To establish and maintaining records of reports, import documents, forms, etc. ; (c) To assist in set-up of internal website and collation of information; and (d) To assist in the provision of basic care to animals	Basic knowledge on animal and plant classification. Familiar with English & Chinese input methods and word processing softwares, such as Microsoft Word, Excel and Powerpoint  Good communication skills in both English and Cantonese  Friendly with animals	HK International Airport

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AFCD/7	June - August 2020 (10 weeks)	Major in Social media marketing, digital marketing or relevant disciplines  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To review and analyse existing online promotion of different programmes and suggest improvements; (b) To prepare promotional materials and assist in daily maintenance and updates on social media platforms; (c) To explore different platforms and groups to further promote existing and potential programmes; and (d) To assist in publicity and educational events and administrative work	Knowledge and experience in developing, executing and analysing social media promotion is required  Graphic design skill is preferable	AFCD Tsuen Wan Office

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AFCD/8	June - August 2020 (10 weeks)	Major in Biology, Ecology, Environmental Science or Marine Science  Year of Study: 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To support marine biodiversity surveys (e.g. corals) in Hong Kong; (b) To assist in various education programmes to raise public's awareness on protecting Hong Kong's marine biodiversity; and (c) To assist in compilation of marine biodiversity data and administration work	Basic ecological surveys and basic computer literacy are required.  Certified SCUBA diver is preferable.	AFCD Tsuen Wan Office

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AFCD/9	June - August 2020 (2 months)	Major in Applied and Natural Science, Earth Science, Environmental Science, Geography, Natural Resource Management, Recreation Management or related subject  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(a) To prepare and check materials and equipment for tree survey (prepare tags & tools; (b) To perform field work for tree survey activities including re-grid of pilot sites, measure DHB, tag trees and take photo; (c) To consolidate tree survey data and/or analysis & report; (d) To compile a simple report; and (e) To assist AFCD staff to keep record of seeds production method, treatment, survival rate and distribution of native species	Research skills and report writing, data processing and analysis, Microsoft Excel and simple statistic programmes, Microsoft Powerpoint presentation, Adobe Photoshop and tree identification skills is preferable  Experience in hiking and outdoor activities will be an advantage	Tai Tong Nursery

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AFCD/10	June - August 2020 (2 months)	Major in Applied and Natural Science, Earth Science, Environmental Science, Geography, Natural Resource Management, Recreation Management or related subject  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in field visits and compile field reports; (b) To perform data compilation and input; and (c) To perform information gathering and research	Research skills and report writing, data processing and analysis, Microsoft Excel and simple statistic programmes, Microsoft Powerpoint presentation, Adobe Photoshop and tree identification skills is preferable  Experience in hiking and outdoor activities will be an advantage	AFCD HQs and various country parks management centres

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AFCD/11	June - August 2020 (2 months)	Major in Computer studies or other relevant fields  Year of Study: 1 <sup>st</sup> / 2 <sup>nd</sup> Year of Study (as at 1.3.2020)	(a) To review the e-system of the exporting certification; and  (b) To streamline the procedure or upload template or format the export form into website to facilitate public for easier application	Knowledge in webpage design by using coding skills, HTML, CSS and Javascript.	AFCD HQs

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AFCD/12	June - August 2020 (2 months)	Major in Translation or other relevant fields.  Year of Study: 1 <sup>st</sup> / 2 <sup>nd</sup> Year of Study (as at 1.3.2020)	(a) To review and update the bilingual contents of Import and Export Division of AFCD such as websites, forms, permits etc.; and  (b) To perform any other related duties as and when required.	Mastery of bilingual (English-Chinese and Chinese-English) translation in scientific field	AFCD HQs

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AFCD/13	June - August 2020 (3 months)	Major in Computer Science, Computer Engineering, Information Technology or other relevant disciplines  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(a) To develop a database management system to facilitate the efficient management of data; (b) To design a GIS application/computer programme to facilitate the record of data of site inspection; (c) To enter data; and (d) To perform other duties assigned.	Proficiency in setting up database management system and developing applications or programmes for Geographic Information System  Experience in photography preferred	AFCD Tsuen Wan Office

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AFCD/14	June – August 2020 (2.5 months)	Major in Ecology, Biology, Environmental Science, Geography and Resource Management & Visual Art or equivalent  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in collecting, sorting, preserving and maintaining herbarium specimens; (b) To assist in specimen scanning and updating the database of herbarium; (c) To assist in proofreading of publications; assist in photo refining work; (d) To assist in field data collection & processing; and (e) To perform outdoor field work.	Knowledge in ecology, plant biology/botany, plant taxonomy, photo retouching and graphic design	AFCD HQs

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AFCD/15	July - August 2020 (1 month)	Major in Medical Laboratory Science, Biomedical Science  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To rotate among different laboratory sections and assist daily routine laboratory work, e.g. media and reagent preparation, slide preparation and staining, etc.; (b) To conduct information search on new testing methods, techniques and machines; and (c) To collate and update the documents of the laboratory.	Computer knowledge in using Microsoft Excel, Word, PowerPoint, Photoshop/other programmes	Tai Lung Veterinary Laboratory

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AFCD/16	July - August 2020 (4-6 weeks)	Major in Veterinary Medicine  Year of Study: 3 <sup>rd</sup> / 4 <sup>th</sup> / 5 <sup>th</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in researching in the process of establishing the forensic pathology protocol; (b) To assist in pathology case (diagnostic and forensic cases) post-mortems and follow-up work; (c) To assist in information search and journal reviews related to animal diseases and their diagnostics, and other public health-related topics, e.g. antimicrobial resistance; and (d) To assist in other laboratory work as assigned	Computer knowledge in using Microsoft Excel, Word, PowerPoint, Photoshop/other programmes	Tai Lung Veterinary Laboratory

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AFCD/17	June - August 2020 (13 weeks)	Major in Information Technology or any other discipline related to programming or data management  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(a) To design and programming a Database Management System by Microsoft Access or Excel, with functions to create, input, modify, query, sort, merge, and other database functions so that the user can use the system to monitor the daily work performance, monthly summary, account record etc, and with functions for the end user to query and printing of specified reports; (b) To perform data input; (c) To perform data research and verification through telephone and internet; (d) To update Powerpoint presentations; and (e) To perform any other related task when required	Proficiency in setting up database system and VBA programming in Access, Excel, Java  Knowledge / hands-on experience in Microsoft Access, Excel and Powerpoint  Knowledge of Geographic Information System  Proficiency in English and Cantonese.	Cheung Sha Wan Wholesale Food Market

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AFCD/18	June – August 2020 (13 weeks)	Major in any discipline; discipline related to translation, marketing or administrative are preferred  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(a) To translate documents in Chinese and English; (b) To research on the internet, verify and compile data; (c) To handle data input; (d) To perform file management; (e) To provide administrative and logistics support in educational seminars; and (f) To perform any other related task when required		Cheung Sha Wan Wholesale Food Market

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AFCD/19	July - August 2020 (2 months)	Major in Multimedia Design, Graphic Design, Creative Media, Digital Film Making  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To prepare education and publicity materials; and (b) To edit digital photos and videos for nature conservation education purpose	Familiar with Adobe Photoshop, Light Room, Illustrator, iMovie, Final Cut and with good drawing skill	Country Parks Ranger Head Office in Shing Mun

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**E-mail address :** [mailbox@afcd.gov.hk](mailto:mailbox@afcd.gov.hk)

**Tel No. :** (852) 2150 6668, 2150 6660

**Fax No. :** (852) 2311 3731

**Contact Person :** Ms Gloria Ng, Mr Ben CHOI

**Deadline for application :** 23:59 on 7 April 2020 (Hong Kong Time)

**Employment of Post-Secondary Student Summer Internship Programme 2020**  
**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/20	June - August 2020 (2 months)	Major in Computer related Studies  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To perform Geographic Information System program development; (b) To perform Database construction; and (c) To perform User manual creation	Proficiency in setting up database system by using VBA in Microsoft Office;  Proficiency in SQL;  Knowledge of Geographic Information System	AFCD HQs and Tai Lung Experimental Station

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**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/21	June - August 2020 (4-6 weeks)	Major in Computer related Studies  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To design and program a Database Management System by Access and Excel or other similar software; (b) To perform data input; (c) To research data and verify data through internet; and (d) To perform any other related task when required	Proficiency in setting up database system by using Access and Excel or other similar software	AFCD HQs

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**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/22	June - July 2020 (1 month)	No preference  Year of Study: 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To provide logistics assistance in recruitment; (b) To provide assistance in file management; (c) To provide logistics assistance in various functions and events (if any); and (e) To provide assistance to supervisors as and when required	Knowledge in Microsoft Word, Excel, Access, Powerpoint, Google Form usage, Chinese and English typing, etc.  Fluent in Cantonese and English	AFCD HQs

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**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/23	June - August 2020 (3 months)	Degree in Accountancy or Business Administration  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study as at 1.5.2020	(a) To perform general office works such as filings, updating records, preparing meeting note; (b) To carry out simple audit works to the co-operative societies and credit unions under the supervision of AFCD officers; (c) To attend liaison meetings / committee meetings under the supervision of AFCD officers	General knowledge of computer operations (e.g. Microsoft Word, Excel)	AFCD HQs Or other specific locations. (it may involve locations at remote area)

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**Employment of Post-Secondary Student Summer Internship Programme 2020**  
**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/24	June - August 2020 (8 weeks)	Major in Environmental Science  Year of Study: Final Year of Study (as at 1.3.2020)	(a) To carry out analysis of real-time water quality data; (b) To evaluate the performance of the real-time water quality monitoring system; (c) To perform other duties as may be required by the supervisor; and (d) To perform other duties as may be required by the supervisor	Knowledge in water quality science and experience in operation of water quality monitoring equipment  Experience in field works/work at sea	AFCD HQs

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**Employment of Post-Secondary Student Summer Internship Programme 2020**  
**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/25	June - August 2020 (8 weeks)	Major in Biology related subjects  Year of Study: 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To conduct literature review concerning the use of veterinary products and antimicrobial resistance in fish and aquaculture environment; (b) To assist in fish and environmental sampling and associated laboratory works; and (c) To assist in fish kill and fish disease investigation and diagnosis in field and laboratory	Experiences in laboratory work  Able to perform outdoor work on vessel at fish culture zones, able to swim is highly preferred	Aberdeen Fisheries Laboratory

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**Employment of Post-Secondary Student Summer Internship Programme 2020**  
**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/26	June - August 2020 (3 months)	Major in Ecology and Microbiology  Year of Study: 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in carrying out field works including visiting fish farms and collecting samples; (b) To assist in handling laboratory procedures such as conducting water quality measurement and bacterial culture; and (c) To perform data entry and report preparation	Know basic laboratory techniques  To be able to work both indoor and outdoor	Aberdeen Fisheries Laboratory

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**Agriculture, Fisheries and Conservation Department**

<b>Project No.</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>
AFCD/27	June - August 2020 (2 months)	Major in Biology, Ecology, Microbiology, Environmental Science related subjects  Year of Study: 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in carrying out field works including visiting fish farms and collecting samples; (b) To assist in fish culture trials and hatchery; (c) To assist in handling laboratory procedures such as conducting water quality measurement; and (d) Perform data entry and report preparation	Know basic laboratory techniques, data management  To be able to work both indoor and outdoor	AU Tau Fisheries Office

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**Agriculture, Fisheries and Conservation Department**

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AFCD/28	May - July 2020 (8 weeks)	Major in Biology, Environmental Science  Year of Study: 2 <sup>nd</sup> /3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To perform basic water quality tests; (b) To perform simple laboratory works; (c) To assist in daily fish husbandry; (d) To assist in fish nursery; and (e) To assist in phytoplankton and zooplankton culture	Basic knowledge in the use of different water sampling and monitoring equipment  Experiences in laboratory work  Able to work outdoor and under hot weather  Experience of working outdoor or at sea is preferred	Ta Kwu Ling Operation Centre

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<b>Project No.</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>
AFCD/29	June -July 2020 (1 month)	Major in Biomedical Science  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(a) To assist NATA accreditation quality system and workflow review; (b) To assist in testing validation approach study; (c) To assist in testing operational practice; (d) To assist in Identifying and accessing process critical control points; and (e) To assist in setting up quality improvement plan	Basic knowledge in biomedical sciences and technique for biomedical laboratory experiment	Tai Lung Veterinary Laboratory

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**Agriculture, Fisheries and Conservation Department**

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AFCD/30	June - August 2020 (2 months)	Major in all degree courses  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To assist in handling the loan applications and other matters of fisheries loans including: (i) To input loan data and verify of loan information; (ii) To monitor the repayment of loans and follow up work; (iii) To conduct data and statistical analysis, and prepare loan-related reports; and (b) To perform other loan-related duties as may be required by the supervisor	Good figure work and numeracy skills  Experience in field work/work at sea is preferred	AFCD HQs

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AFCD/31	June - August 2020 (8 weeks)	Major in Biology, Biological Sciences, Ecology and Biodiversity, Environmental Science  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(a) To assist in plant nursery and habitat management works in outdoor Wetland Reserve; (b) To assist in design and enhancement of ecological interpretation panel; and (c) To assist in ecological monitoring and related administrative work	Basic knowledge on species identification and Microsoft Office, including Word, Excel and PowerPoint  Basic knowledge on Adobe Photoshop and Illustrator will be an advantage.	Hong Kong Wetland Park

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AFCD/32	May - July 2020 (8 weeks)	Major in Biology, Environmental Science, Marine Ecology  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To process local fishing vessel registration applications; (b) To perform vessel inspection; (c) To carry out analysis of vessel data; and (d) To perform other duties as may be required by the supervisor	Basic knowledge in the use of database software and applications  Experiences in marine science  Able to work outdoor  Experience of working outdoor or at sea is preferred	AFCD HQs

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AFCD/33	June - September 2020 (3-4 months)	Business School major in Accounting preferred  Year of Study: 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Year of Study (as at 1.3.2020)	(1) To assist in compiling various financial management reports for the department including: (a) tidying up of the database downloaded from the government financial management and information system; (b) data-checking of financial management report; (2) To assist in the Purchasing Card Programme; (a) to check the completeness of the documents submitted for Purchasing Card Applications; (b) To review of Purchasing Card usage; and (3) To assist in other accounting management duties as may be required by the supervisor	Good numeracy skills, Proficient in Microsoft Access and Excel is a must	AFCD HQs

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AFCD/34	July - August 2020 (2 months)	Major in History, Anthropology, Humanities, Chinese Studies, Cultural Studies or related subjects  Year of Study: 2 <sup>nd</sup> / 3 <sup>rd</sup> / Final Year of Study (as at 1.3.2020)	(a) To collect and collate information on the origin, purpose and development of the ancient trails and their historical role and functions; (b) To collect and collate historical information in relation to country parks; (c) To assist in content write up and perform other duties in relation to production of education materials; and (d) To conduct field study and interview	Familiar with Microsoft Word, Excel and Powerpoint; good writing skills in Chinese and English  Experience in conducting research is an advantage	AFCD HQs

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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	Summer Intern Project No. _____	政策局／部門及組別 Bureau/Department (Division/Section)	Agriculture, Fisheries and Conservation Department ( )
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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 <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.)

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	日期(日/月/年) Date (DD/MM/YYYY)	
			由From	至To

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會一視同仁。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.

本人同意政府可就與專上學生暑期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 the Post-Secondary Student Summer Internship 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.

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