**Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

**(Monthly Allowance in 2023: $11,200)**

**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 in Hong Kong or overseas and fulfil the 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:**-

Students should complete the application form in Appendix II together with the certificate of their student status and proof of the permanent citizen of the HKSAR.

Students studying in local post-secondary institutions should apply through the Student Affairs Office/Career Centre 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 Applications to the address by post, fax or e-mail on or before the deadline as specified in Appendix I.

The project number concerned should be clearly marked on the complete application form. Each applicant can only apply no more than 2 projects.

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 14 July 2023 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**

**Appendix I**

**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/1 | June – August 2023 (Approximate 2 months) | Degree Course Major in Ecology, Biodiversity, Biology or related disciplines; Environmental Sciences, Studies and ManagementYear of Study: 1st / 2nd / 3rd / Final Year of Study (as at 1.3.2023), prefer Year 2 or above. | 1. To assist in managing survey database;
2. To assist in analysing ecological data;
3. To assist in compiling and organising biodiversity information for webpages;
4. To assist in ecological surveys and educational activities; and
5. Other administrative work where necessary
 | Knowledge and skill to use Microsoft Office software e.g. Excel, WordData-processing and analysis experience would be a benefitPhysically fit to conduct outdoor field work would be a benefit. | AFCD Headquarters |

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**Appendix I**

**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course / Field of Study / Year of Study** | **Main Duties / Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/2 | June - August2023(Approximate 3 months) | Degree Course Major in Ecology, Biology, Environmental Science, Arboriculture and Geography or equivalentYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)   | 1. To assist in collecting, sorting, preserving and maintaining herbarium specimens;
2. To assist in specimen digitizing and updating the plant database of herbarium;
3. To assist in preparation of publications; and
4. To assist in photo refining work

Occasional outdoor field work on need basis | Knowledge in plant species in Hong Kong, ecology, plant biology/botany, plant taxonomy, Office software (Microsoft Word, Excel) usage and photo retouching (Adobe Photoshop) preferred. | AFCD Headquarters  |

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**Appendix I**

**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/3 | July 2023 - August2023(Approximate 8 weeks) | Degree Course Major in Languages, Business, Marketing, Journalism, Communications, Sciences or related disciplinesYear of Study: 1st / 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To assist with the promotion of the agricultural projects such as to launch publicity and promotional events;
2. To assist in promotional events at various social media and other administrative processes; and
3. To perform any other duties as assigned by supervisors

Outdoor work is required. | Good team player, responsible, open-mindedness, proactive, strong logical analytical, communication and interpersonal skills.Good written English is a must. | AFCD Headquarters |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/4 | July or August 2023(Approximate 4 weeks) | Degree Course Major in Medical Laboratory Science, Biomedical ScienceYear of Study: 2nd / 3rd/ Final Year of Study (as at 1.3.2023)  | 1. To rotate among different laboratory sections and assist daily routine laboratory work, e.g. media and reagent preparation, slide preparation and staining, etc.;
2. To conduct information search on new testing methods, techniques and machines; and
3. To collate and update the soft and hard copies of documents of the laboratory
 | Computer knowledge in using Excel, Word, PowerPoint, Photoshop/other programs | AFCD Tai Lung Veterinary Laboratory |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/5 | June – August 2023 (Approximate 13 weeks) | Degree Course Major in any discipline; Degree Course related to Biochemistry, Biotechnology, Ecology and Environmental Science are preferred Year of Study: 2nd / 3rd Year of Study (as at 1.3.2023)  | 1. To review education and publicity materials related to animal welfare and animal management;
2. To conduct research, verify, compile and input data;
3. To assist in File management;
4. To provide administrative and logistics support in educational seminars and any other events; and
5. To perform any other related task when required
 |  | AFCDCheung Sha Wan Wholesale Food Market |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/6 | June – August 2023 (Approximate 13 weeks) | Degree Course Major in Information Technology, Programming, Data Management or related disciplinesYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To maintain, design and programe a Database Management System by Microsoft Access and 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, query and print specified reports, etc.;
2. To handle data input;
3. To conduct research and verify data through telephone and internet;
4. To update Powerpoint presentations; and
5. To perform any other related task when required
 | Basic programming knowledge in Python, Microsoft Access, SQL, VBA and Excel | AFCDCheung Sha Wan Wholesale Food Market  |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/7 | June – August 2023 (Approximate 13 weeks) | Degree Course Major in any discipline; Degree Course related to Design is preferredYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To design graphics for various education materials, including poster, banner, leaflet, booklet, panel, website etc. using Adobe Illustrator;
2. To compile text information and design graphics into education materials; and
3. To perform any other related tasks when required
 | Proficiency in Adobe Illustrator and Photoshop.Experience in design is preferred. | AFCDCheung Sha Wan Wholesale Food Market  |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/8 | June – August 2023 (Approximate 13 weeks) | Degree Course Major in any discipline; Degree Course related to Translation or Communication are preferredYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To translate documents in Chinese and English, including educational materials and governmental documents;
2. To review education and publicity materials;
3. To conduct research, verify, compile and input data;
4. To assist in file management;
5. To provide administrative and logistics support in educational seminars and any other events; and
6. To perform any other related task when required
 |  | AFCDCheung Sha Wan Wholesale Food Market  |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/9 | Mid-June -August 2023(Approximate 8 weeks) | Degree Course Major in Applied/Natural Science, Statistics, Computer Science or related disciplines Year of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To assist in developing and updating database for pesticide product labels;
2. To assist in updating the images collected from market survey of pesticide products;
3. To assist in updating the spatial database of pesticide licensees; and
4. To provide support for other ad-hoc tasks as assigned.
 | Adequate knowledge of Microsoft Excel 2016, Microsoft PowerPoint 2016, SQL and Chinese Input Method.Good command of English and Chinese. | AFCD Headquarters |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/10 | Early June – August 2023(Approximate 8 weeks) | Degree Course Major in BiologyYear of Study: 2nd /3rd Year of Study (as at 1.3.2023) | 1. To assist in collecting and preparing plants specimens;
2. To assist in creating a checklist of the database of weeds;
3. To assist in taking photos in relation to weeds;
4. To assist in field data collection and processing; and
5. To perform outdoor field work
 | Adequate knowledge of handling plants specimens and basic computer knowledge in using Microsoft Access, Excel for data input. | 1. AFCD Headquarters;
2. Sha Tin Plant Quarantine Station; and
3. Fields all over Hong Kong
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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/11 | June – August 2023 (Approximate 3 months) | Degree Course Major in Accountancy or Business Administration Year of Study: 2nd /3rd Year of Study (as at 1.3.2023) | 1. To perform general office works such as filings, updating records, preparing meeting notes;
2. To carry out simple audit works to the co-operative societies and credit unions under the supervision of AFCD officers; and
3. To attend liaison meetings/committee meetings under the supervision of AFCD officers
 | General knowledge of computer operations (e.g. Word, Excel) | AFCD Headquarters or other specific locations (it may involve locations at remote area) |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/12 | June – August 2023 (Approximate 13 weeks) | Degree Course Major in Data Science/Engineering, Data Management or related disciplines Year of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To maintain, design and programme a Database/Management System using Coda.io, Notion (or equivalent) or utilising other programming languages such as Python, R, etc;
2. To engage in projects to streamline data management in Animal Welfare Section (AWS); and
3. To perform any other related task when required
 | Basic programming knowledge in Python, R and experience in using data visualization softwares including but not limited to Microsoft PowerBI or Tableau | AFCDCheung Sha Wan Wholesale Food Market  |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/13 | June - August 2023 (Approximate 12 weeks) | Degree Course Major in Biology, Environmental Science, Marine Ecology, Geography or Surveying Year of Study: 3rd / Final Year of Study (as at 1.3.2023) | 1. To inspect fish farms;
2. To carry out analysis of fish farm data; and
3. To perform other duties as may be required by the supervisor
 | Experiences in marine scienceAble to work outdoor and know how to swimExperience of working outdoor or at sea is preferred. | AFCD Headquarters or Frisheries outstations in Tai Po and Sai Kung  |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/14 | Mid-June - August 2023(Approximate 2 months) | Degree Course Major in Biology, Ecology, Zoology or Biological/Environmental/Life ScienceYear of Study: 1st / 2nd / 3rd Year of Study (as at 1.3.2023)  | 1. To provide general administrative support;
2. To assist in establishing and maintaining records of reports, import documents, forms, etc.;
3. To assist in set-up of internal website and collation of information; and
4. To assist in the provision of basic care to animals

Required to work in office at Hong Kong International Airport. | Basic knowledge on animal and plant classificationFamiliar with English and Chinese input methods and word processing softwares, such as MS Word, Excel, PowerPoint.Good communication skills in both English and CantoneseFriendly with animals | Hong Kong International Airport |

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/15 | June – August 2023 (Approximate 3 months) | Degree Course Major in Journalism and Communication, Animation and Media Arts, Public Relations and Advertising, Multimedia Technology and Innovation, Marketing or related disciplinesYear of Study: 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in the implementation of publicity programme through the use of infographics and videos on social media; and
2. To conduct market research and field studies for local crop production, farms and brand development
 | Knowledge in photo and video shooting, editing and production, using Adobe Photoshop, Premiere/other programmesAny materials or portfolio to demonstrate the experience in multi-media promotion or design could be an advantage (to be provided in interview) | AFCD Tai Lung ExperimentalStation |

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/16 | June – August 2023 (Approximate 3 months) | Degree Course Major in Biology, Life Science, Ecology and Biodiversity, Environmental Science, Graphic/Commercial/Multi-media Design or related disciplinesYear of Study: 1st / 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To assist in the daily operation of Endangered Species Resource Centre;
2. To assist in the update of AFCD official website;
3. To design exhibition panels, activities and booth games for Endangered Species Resource Centre or other publicity event;
4. To design and prepare any education and publicity materials;
5. To perform market survey on endangered species and update data in digital records;
6. To manage office files and records;
7. To provide draft post to official social media pages; and
8. Any other duties assigned by supervisors
 | Good interpersonal, communication and presentation skillsBasic office computer skills, proficiency in using MS Word, Excel; Proficiency in using graphic design softwares, such as Adobe Illustrator and PhotoshopCapable of handling survey design; data collection and analysis | AFCD Headquarters and field work required |

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 **Appendix I**

**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/17 | July – August 2023 (Approximate 2 months) | Degree Course Major in Environmental Science/Management or related disciplinesYear of Study: 3rd / Final Year of Study (as at 1.3.2023) | 1. To assist in education and publicity materials of Municipal Solid Waste (MSW) charging scheme in the western wholesale food market;
2. To research in management study/plan for entry registration system in wholesale food markets
3. To assist in purchasing market operation equipment and materials; and
4. To perform any other related task when required
 | Basic knowledge in MS Word, Excel and PowerPoint | AFCD Western Wholesale Food Market |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/18 | June – August 2023(Approximate 8 weeks) | Degree Course Major in any disciplineYear of Study: 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in the compilation and publication of fresh food supply information;
2. To assist in general office administration and other related matters;
3. To conduct research work; and
4. To assist in file and records management
 |  | AFCD Headquarters |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/19 | Mid-June – August 2023 (Approximate 2 months) | Degree Course Major in Computer Studies or related disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To create an efficient database;
2. To modify existing data in Macro Excel;
3. To modify the Geographic Information System (GIS); and
4. To create and update the user manual for exist database, Macro Excel and GIS
 | Proficiency in working with database system using VBA in Microsoft OfficeProficiency in SQL | AFCD Tai Lung ExperimentalStation |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/20 | Mid-June – August 2023 (Approximate 2 months) | Degree Course Major in Computer Studies, Design or related disciplines are preferredYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To create an efficient database;
2. To provide technical supports to the existing computer systems;
3. To utilise Adobe Illustrator and Photoshop to design graphics/text information for various promotional/educational materials, including posters, banners, leaflets, booklets, panels, websites and etc; and
4. To provide other general administrative supports
 | Proficient in using MS office, Visual Basic for Applications (VBA), Adobe Illustrator and Photoshop | AFCDCheung Sha Wan Wholesale Food Market  |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/21 | June – August 2023(Approximate 8 weeks) | Degree Course Major in Environmental Science or Environmental Protection and ManagementYear of Study: 3rd / Final Year of Study (as at 1.3.2023)  | 1. To enhance the data collection method of the daily waste quantity;
2. To plan & promote the Municipal Solid Waste charging program; and
3. Any other clerical & statistical work
 | Basic knowledge in MS Word, Excel and PowerPoint | AFCDCheung Sha Wan Wholesale Food Market |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/22 | July - August2023(Approximate 2 months) | Degree Course Major in Chinese and English Language Studies, Translation, Journalism and Communication or related disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To assist in writing and/or translating bilingual materials (i.e. leaflets, pamphlets, articles and panels) to help to enjoy and understand the country parks for promotion and publicity;
2. To assist in writing bilingual interpretative signs to install along nature trails and tree walks to introduce plants and animals in the country parks and their ecology for educational purpose; and
3. To perform any other related duties when required.
 | Proficiency in word processing software. Excellent in Chinese and English writing and expression. Mastery of bilingual (English to Chinese and Chinese to English) translation. | AFCD Headquarters |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/23 | July - August2023(Approximate 2 months) | Degree Course Major in Multimedia Design, Graphic Design and/or Drawing IllustrationYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To prepare and edit education and publicity materials or articles;
2. To assist in graphic design, preparing illustrative drawings for nature conservation educational purpose; and
3. To perform any other related duties when required.
 | Familiar with Adobe Photoshop, Light Room, Illustrator and with excellent drawing skills | Shing Mun Road, Tsuen Wan |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/24 | June - August 2023 (Approximate 2 months) | Degree Course Major in Agriculture, Applied/Natural ScienceYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023)   | The intern will be assigned to different areas of work in crop production, including but not limited to open field cultivation, plant protection, protected cultivation in greenhouse, hydroponic farming, farm survey, laboratory analysis, database management, market development and promotion, education and publicity work (e.g. making infographics, posts and videos for putting up on social media). | Intern received formal education and training with good knowledge about agriculture and food crop farming would be preferredCapable to carry out field work | AFCD Tai Lung ExperimentalStation |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/25 | June - August 2023 (Approximate 12 weeks) | Degree Course Major in Creative or Digital Media/Advertising, Multimedia Technology, Imaging Design and Digital Arts or relevant disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in designing/revising graphic design e.g. leaflet and poster for promotion of red tide management;
2. To assist in multimedia (e.g. photos, videos) editing in relation to phytoplankton monitoring programme;
3. To assist in designing a mariculturist calendar; and
4. To perform other duties as may be required by the supervisor
 | Knowledge in multimedia/digital design with relevant software and digital advertising | AFCD Headquarters |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/26 | June - August 2023 (Approximate 8 weeks) | Degree Course Major in Biology, Food Science, Microbiology, Medical Laboratory ScienceYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)   | 1. To conduct literature review concerning the use of antibiotics and antimicrobial resistance in aquaculture;
2. To assist in result input, analysis and management; and
3. To assist in microbial culture and antimicrobial resistance related laboratory works
 | Experiences in laboratory workBasic knowledge in microbiology and chemical analysisKnowledge in foodborne pathogen of aquaculture and antimicrobial resistance | Aberdeen Fisheries and Marine Offices |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/27 | June - August 2023 (Approximate 8 weeks) | Degree Course Major in Biology, Environmental Science, Food Science, Microbiology, Medical Laboratory ScienceYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in daily operation of laboratory work and microbiological test;
2. To assist in result input, analysis and management; and
3. To assist in fish disease diagnosis
 | Experiences in laboratory workBasic knowledge in microbiology and chemical analysisKnowledge in quality control and management is preferred | Aberdeen Fisheries and Marine Offices |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/28 | June - August 2023 (Approximate 8 weeks) | Degree Course Major in Biology, Food Science, ChemistryYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To conduct literature review concerning the nutrient properties in aquatic products;
2. To assist in result input, analysis and management; and
3. To assist in texture analysis and related laboratory works
 | Experiences in laboratory workBasic knowledge in nutrition and chemical analysisKnowledge in aquatic product and texture analysis | Aberdeen Fisheries and Marine Offices |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/29 | June - August 2023 (Approximate 8 weeks) | Degree Course Major in Biology, Ecology, Microbiology, Environmental Science or relevant disciplinesYear of Study: 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in carrying out field works including visiting fish farms and collecting samples;
2. To assist in aquaculture trials and hatchery;
3. To assist in handling laboratory procedures such as conducting water quality measurement; and
4. To perform data entry and report preparation
 | Basic knowledge of laboratory techniques, data managementAble to work both indoor and outdoor | AFCD Au Tau Fisheries Office |

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**Agriculture, Fisheries and Conservation Department**

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| --- | --- | --- | --- | --- | --- |
| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/30 | Early June – August 2023 (Approximate 12 weeks) | Degree Course Major in Biology, Environmental ScienceYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in daily fish husbandry;
2. To perform basic water quality monitoring;
3. To assist in fish nursery;
4. To assist in phytoplankton and zooplankton culture; and
5. To assist in collaborative culture trials with aquaculturists
 | Experiences in laboratory workBasic knowledge in the use of different water sampling and monitoring equipmentAble to work outdoor and under hot weather Experience of working outdoor or at sea is preferred | AFCD Ta Kwu Ling Operation Centre |

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/31 | June - August 2023(Approximate 8 weeks) | Degree Course Major in Biology, Environmental Science, Food Science, Life Science or relevant disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To perform basic water quality tests;
2. To perform simple laboratory works;
3. To conduct routine farm inspection;
4. To assist in fish disease diagnosis; and
5. To assist in data input, analysis and management
 | Experiences in laboratory workBasic knowledge in the use of different water sampling and monitoring equipmentAble to perform outdoor work on vessel at fish culture zones;Able to work outdoor, at sea and under hot weather;Able to swim and not afraid of dog is preferred | AFCD Headquarters |

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/32 | July - August 2023 (Approximate 8 -10 weeks) | Degree Course Major in Media, Marketing, Creative Media, Biology and Science or relevant disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in the preparation and implementation of publicity programme/activity through the market surveys and the use of infographics, posts and videos on social media;
2. To perform general office works such as filings, updating records, preparing meeting notes; and
3. To perform other duties as may be required by the supervisor
 | i) Knowledge in photo and video shooting, editing and production, as well as using Adobe Photoshop or other related programmes;ii) General knowledge of computer operations (e.g. Word, Excel); and iii) Knowledge in conducting simple market surveys | AFCD Headquarters |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/33 | July - August 2023 (Approximate 8 -10 weeks) | Degree Course Major in Media, Marketing, Creative Media, Biology and Science or relevant disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023)  | 1. To assist in preparing and implementing publicity activity for Sustainable Fisheries Development Fund (SFDF) and SFDF projects with the use of infographics, posts and videos on social media;
2. To perform general office works such as filing, updating records; and
3. To perform other duties as may be required by the supervisor
 | i) Knowledge in photo and video shooting, editing and production, as well as using Adobe Photoshop or other related programmes; ii) General knowledge of computer operations (e.g. Word, Excel) | AFCD Headquarters |

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**Appendix I**

**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/34 | June - August 2023 (Approximate 3 months) | Degree Course Major in Ecology, Environmental Science, Biology or relevant disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To perform data entry of infrared camera traps;
2. To assist in conducting field investigations and handling nuisance reports;
3. To assist in day and night field operations; and
4. Other ad-hoc office and in field duties
 | With experience in field surveyMust be physically fit for outdoor activities, willing to work in forest and on flexible schedule (night shift possible)  | PeakCastle, 476 Castle Peak Road, Cheung Sha Wan |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/35 | June - August 2023(Approximate 13 weeks) | Degree Course Major in Fine Arts, Multimedia, Graphic Design, Biology, Ecology or relevant disciplinesYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To assist in graphic design for brochures, logos or other publicity materials by hand or by using computer software programmes;
2. To take film video and professional pictures on location, and edit footage/photos in post-production; and
3. To perform other duties assigned
 | Proficiency with editing software such as Photoshop and Premiere;Proficiency with camera equipmentKnowledge on local wildlife will be an advantage | PeakCastle, 476 Castle Peak Road, Cheung Sha Wan |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/36 | Mid-June - August 2023(Approximate 8 weeks) | Degree Course Major in History, Journalism, Humanities; or relevant subjects related to Language, Literature, CultureYear of Study: 3rd / Final Year of Study (as at 1.3.2023) | 1. To conduct a desktop research on history and culture related to the marine environment of Lantau Island, with a focus on Southern part;
2. To conduct field visits to marine parks in the West of Hong Kong occasionally;
3. To conduct presentations on the project outcomes
 | Outdoor field visits will be includedExperience in project based research is preferred | CDW Building, 388 Castle Peak Road, Tsuen Wan |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/37 | June – August 2023 (Approximate 2.5 to 3 months) | Degree Course Major in LawYear of Study: 3rd / Final Year of Study (as at 1.3.2023) | 1. To assist in provision of legal reference and precedent case;
2. To provide administrative support and data processing; and
3. Other related duties
 | Knowledge about criminal and contract laws | Nam Cheong, Sham Shui Po/ 45 Shiu Wo Street, Tsuen Wan |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/38 | June - August 2023(Approximate 2 months) | Degree Course Major in Applied and Natural Science, Earth Science, Environmental Science, Geography, Natural Resource Management, Arboriculture Studies or relevant disciplinesYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To assist in on-site checking of infra-red cameras and screening of photographs collected; and
2. To perform spatial data entry, data compilation and analysis
 | Research skills and report writing, data processing and analysis, Microsoft Excel and simple statistic programmes, Microsoft PowerPoint presentation, ArcMap and Adobe Photoshop skills are preferableExperience in hiking and outdoor activities will be an advantage | Tai Tong Nursery, Tai Tong Shan Road, Yuen Long |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/39 | Mid-June - August 2023(Approximate 2 months) | Degree Course Major in Geo-informatics, Geomatics, Earth Science, Environmental Science, Geography, Natural Resource Management or relevant disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To perform data collection and compilation of Country Parks facilities; and
2. To perform spatial data entry and editing graphic or create maps using ArcMap
 | Possess spatial data processing, collection and analysis skills, using ArcMap, Microsoft Excel or other basic Computer-Aided Design (CAD) and statistic software, and Microsoft PowerPoint presentation skills are preferableExperience in hiking and outdoor activities will be an advantage | AFCD Headquarters |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/40 | July – August 2023(Approximate 8 weeks) | Degree Course Major in Geology or Earth System ScienceYear of Study: 3rd / Final Year of Study (as at 1.3.2023) | To assist in the production of science popularization and geotourism materials. | Good at Chinese and English writing, with basic drawing and computer graphic skills | AFCD Headquarters |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/41 | June - July 2023(Approximate 1.5 months) | Degree Course Major in Journalism, Communication Studies, Translation, English, ChineseYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To assist in organising media events;
2. To draft posts and monitor responses on various social media platforms;
3. To monitor and evaluate news online and offline; and
4. Other logistic work as required by supervisor
 | Appropriate biliterate and trilingual abilities (English and Chinese (Cantonese and Putonghua)) Microsoft Office applicationPhotography/graphic design skills preferred | AFCD Headquarters (may need to work at other venues either indoor or outdoor) |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/42 | July - August 2023(Approximate 1.5 months) | Degree Course Major in Journalism, Communication Studies, Translation, English, ChineseYear of Study: 2nd / 3rd Year of Study (as at 1.3.2023) | 1. To assist in organising media events;
2. To draft posts and monitor responses on various social media platforms;
3. To monitor and evaluate news online and offline; and
4. Other logistic work as required by supervisor
 | Appropriate biliterate and trilingual abilities (English and Chinese (Cantonese and Putonghua)) Microsoft Office applicationPhotography/graphic design skills preferred | AFCD Headquarters (may need to work at other venues either indoor or outdoor) |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/43 | Mid June – August 2023(Approximate 2 months) | Degree Course Major in Biology, Environmental Science, Earth Science or relevant disciplinesYear of Study: 1st / 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To inspect and record the conditions of various hiking trails, sites and associated visitor facilities;
2. To possess (edit, render and/or upload, etc.) photo and video records taken for reporting and onward review; and
3. To report the inspection finding with appropriate formats
 | Familiar with hiking or other countryside activitiesPhysically fit for frequent outdoor activitiesPresentation skills, basic photo/video handling skills, design and hand-sketching, etc. will be of advantage | AFCD Shing Mun Country Park Management Centre (May report duty at Ma On Shan, Kowloon Hills or Clear Water Bay Management Centre according to operational needs) |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/44 | July - August 2023(Approximate 2 months) | Degree Course Major in Applied and Natural Science, Earth Science, Environmental Science, Geography, Natural Resource Management, Arboriculture Studies or relevant disciplinesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To conduct of survey for vegetation at plantation areas;
2. To conduct survey for condition of hiking paths and trails;
3. To conduct of survey for condition of recreational sites and facilities;
4. To assist in revision of plantation and recreational facilities record; and
5. To assist in Vegetation maintenance
 | Research skills and report writing, data processing and analysis, Microsoft Excel and simple statistic programmes, Microsoft PowerPoint presentation, ArcMap and Adobe Photoshop skills are preferableExperience in hiking and outdoor activities will be an advantage | AFCD Tai Tong Management Centre, Tai Tong Shan Road, Yuen Long |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/45 | June - August 2023(Approximate 3 months) | Degree Course Major in Art and Design, Social Media Marketing, or relevant disciplinesYear of Study: 3rd / Final Year of Study (as at 1.3.2023) | 1. To handle the daily maintenance and updates on social media platforms;
2. To design and produce promotional materials, such as souvenir, poster, banner and booklet;
3. To review existing promotional channels and suggest improvements; and
4. To assist in education activities and administration work
 | Knowledge and Experience in Graphic/multimedia design, Social media promotionWith Biology, Marine or Environmental Science background is advantageous | CDW Building, 388 Castle Peak Road, Tsuen Wan |

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**Employment of Post-Secondary Student Summer Internship Programme 2023**

**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/46 | June - August 2023(Approximate 3 months) | Degree Course Major in Biology, Ecology, Environmental Science, Marine ScienceYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To assist in public educational activities and programmes;
2. To assist in marine biodiversity surveys as well as data analysis;
3. To support online publicity of local marine conservation through online social media and multimedia; and
4. To assist in compilation of marine biodiversity data, administration and promotion work
 | Biology/Environmental Science background, with basic knowledge on ecological surveys and computer literacy (e.g. video and photo editing) are requiredApplicants with SCUBA diving qualification or experiences in multimedia design and/or social media promotion is advantageous | CDW Building, 388 Castle Peak Road, Tsuen Wan |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/47 | June – August 2023(Approximate 8 weeks) | Degree Course Major in Biology, Ecology, Environmental Science, Ocean Science or BiostatisticsYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To conduct literature reviews on fisheries surveys and other related topics;
2. To assist in field work for conducting fisheries surveys; and
3. To perform data input, checking, analysis and compilation of reports
 |  | AFCD Headquarters ;and Aberdeen Fisheries and Marine Offices |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/48 | June - August 2023(Approximate 8 weeks) | Degree Course Major in Communication, Multimedia, Design or relevant disciplinesYear of Study: Final Year of Study (as at 1.3.2023) | To assist in developing social media strategies and design strategies on visual branding in relation to sustainable development of local fisheries  | Social media strategies, content writing, copywriting, digital design, digital illustration, data visualisation Background in Environmental Science, Biology and/or Fisheries is an added value  | AFCD Headquarters; and AFCD Au Tau Fisheries Office, 27 Milestone, Castle Peak Road, Yuen Long |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/49 | June - August 2023(Approximate 8 weeks) | Degree Course Major in Natural Sciences, Environmental StudiesYear of Study: 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To assist in various field surveys (conducted on land or at sea) in relation to fisheries; and
2. To assist in data handling and analysis
 | Able to work outdoor, at sea and under hot weather  | AFCD Au Tau Fisheries Office, 27 Milestone, Castle Peak Road, Yuen Long |

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**Agriculture, Fisheries and Conservation Department**

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| **Project No.** | **Tentative Employment Period** | **Course/Field of Study Year of Study** | **Main Duties/Job Nature** | **Required Experience, Knowledge & Skills** | **Place of Work** |
| AFCD/50 | Mid-June - August 2023(Approximate 8 weeks) | Degree Course Major in Ecology, Natural Sciences, Environmental Studies Year of Study: 1st / 2nd / 3rd / Final Year of Study (as at 1.3.2023) | 1. To provide administrative support for fishermen training programmes
2. To participate and assist in various outdoor fisheries-related fieldwork (e.g. fishing resources surveys, fishing fleet surveys, interview surveys, etc.)
3. To provide interpretation service at the Fisheries Hall, Lions Nature Education Center, Sai Kung
4. To conduct surveys with questionnaire in relation to recreational fisheries activities
 |  | Aberdeen Fisheries and Marine OfficesandLions Nature Education Center, Sai Kung |

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| Please apply with a complete application form (Appendix II) together with the certificate of their student status and proof of the permanent citizen of the HKSAR. **Students studying in local post-secondary institutions should apply through the Student Affairs Office/Career Centre of their respective institutions.** Students studying in non-local post-secondary institutions should send the applications to AFCD by post, fax or e-mail.**Address :** 5/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon**E-mail address :** mailbox@afcd.gov.hk**Tel No. :** (852) 2150 6669, 2150 6660 **Fax No. :** (852) 2311 3731 **Contact Person :** Ms Kay KWOK, Ms Amy MAK **Deadline for application :** 23:59 on 6 April 2023 (Hong Kong Time) |

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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. |
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|  | 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 | Summer Intern Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 政策局╱部門及組別 | Agriculture, Fisheries and Conservation Department ( ) |
| Title of Intern Vacancy Applied For  | Bureau/Department(Division/Section) |
| **A部 Section A** |  |  |  |  |
| **個人資料 Personal Particulars** |
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| 姓名Name |  |  |  |  |
|  (中文Chinese)  |  |  (英文English) |
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| 香港身分證號碼Hong Kong Identity Card Number |  |  | 性別Sex | 男 女Male □ 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 否Yes □ No □ |  |
| 聯絡電話/流動電話\*Contact telephone number /mobile phone\* |  | 電郵地址 E-mail address |  |  |
| 地址Address |  |  |  |
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| **學歷 (按考獲資格的日期順序列出) Academic Attainment (in chronological order )** |
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| 學院/頒發機構(例如 : 香港考試及評核局) | 頒發日期(日/月/年) | 學歷(例如 : 香港中學文憑考試) | 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) |
| Institute/Issuing Authority(e.g. Hong Kong Examinations and Assessment Authority) | Date Issued(DD/MM/YYYY) | Qualifications(e.g. Hong Kong Diploma of Secondary Education Examination) | Subjects Passed and Level Attained(e.g. Grade, Pass, Credit, Class, Division, Major, Minor, etc.) |
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| ***\**** *請刪去不適用者* Please delete where inapplicable(rev. 1/2020) |

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| **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 | 學系/主修學枓 | 課程名稱及就讀班級 | 就讀日期(月/年)Date (MM/YYYY) |
| Schools, Colleges, Universities, etc. Attended/Attending | Faculty/Major Area of Study | Course and Year of Study | 由From | 至To |
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| **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 | 職位 | 工作性質 | 日期(日/月/年) Date (DD/MM/YYYY) |
| Name of Company | Position Held | Nature of Work | 由From | 至To |
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| **特別技能及知識 (例如：電腦操作) Special Skills and Knowledge (e.g. computing knowledge)** |
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| **課外活動 (例如：學生會) (可選擇是否填寫) Extra-Curricular Activities (e.g. Student Union) (Optional)** |
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| **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 -  |  |
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| (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.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 |   |