

## Transport Department Post-Secondary Student Summer Internship Programme 2023

### General Requirements

Applicants must be –

- (a) permanent residents of the Hong Kong Special Administrative Region; and
- (b) enrolled in full-time accredited post-secondary programmes offered by local or overseas post-secondary institutions in the 2022/23 and 2023/24 academic years.

(Note: Applications from graduates of 2023 would not be considered.)

<b>Salary:</b>	HK\$11,200 per month
<b>Terms of Appointment:</b>	Successful applicants will be appointed on non-civil service contract terms for a maximum period of 8 weeks starting from June 2023.
<b>Fringe Benefits:</b>	Summer interns are eligible for rest days, statutory holidays, general holidays and sickness days; and subject to the Mandatory Provident Fund Schemes Ordinance (Cap. 485).
<b>How to Apply:</b>	<ul style="list-style-type: none"> <li>(a) Hong Kong students studying in local post-secondary institutions must apply through the Student Affairs Offices/ Career Centres of their respective institutions. They are advised to note the deadlines set by the respective institutions. Completed application form should be submitted together with copies of academic transcripts of current study and certificates of HKDSEE / HKCEE or equivalent.</li> <li>(b) Students studying in non-local post-secondary institutions should download application form from the website of the Civil Service Bureau (<a href="http://www.csb.gov.hk/english/admin/appoint/782.html">http://www.csb.gov.hk/english/admin/appoint/782.html</a>). Completed application form with copies of academic transcripts of current study and certificates of HKDSEE / HKCEE or equivalent should reach the enquiry address stated below by mail <b><u>on or before 19 April 2023</u></b>. Please specify on the envelope “Application for Summer Intern”. Job title and its reference number should be clearly marked on the application form. Please ensure that sufficient postage is paid. Applicants will bear on their own any consequences arising from insufficient postage.</li> <li>(c) Each applicant should at most apply for <b><u>ONE</u></b> post. Otherwise, the applicant will not be considered. Applications that are incomplete, late or without copies of academic transcripts of current study and certificates of HKDSEE / HKCEE or equivalent will also not be considered.</li> <li>(d) Shortlisted candidates will be invited to attend interview in May or June 2023. If they do not receive an invitation by then, they may assume that their applications are not successful. Candidates invited for interview will be required</li> </ul>

	to produce the originals and photocopies of the supporting documents on academic qualifications for verification and record purpose.
<b>Enquiry Address:</b>	Personnel Section, Transport Department, 16/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
<b>Enquiry Telephone:</b>	3842 5978 or 3842 6427
<b>Closing Date of Application:</b>	<b><u>19 April 2023</u></b>
<b>General Notes:</b>	<p>(a) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.</p> <p>(b) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.</p> <p>(c) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.</p> <p>(d) When a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interview.</p> <p>(e) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau's website at <a href="http://www.csb.gov.hk">http://www.csb.gov.hk</a> under “Administration of the Civil Service – Appointments”.</p> <p>(f) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above address.</p>

## Vacancy Details

### **Job Title: Ref. 001 – Summer Intern [Corporate Communication Unit]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Business Administration / Information Technology / Digital Marketing / Media or related subjects; and (b) Knowledge and skills in relation to management of social media / e-platform / mobile application.
Duties:	(a) To provide executive support and project co-ordination in relation to the "Safe Driving and Health Campaign"; (b) To work with the media contractor and medical service providers on management of an e-platform for on-line registration by the commercial vehicle drivers for health checks; (c) To work with the IT contractor on the creation, management and maintenance of a new mobile application to provide a platform for continuous promotion of safe driving and health messages, as well as providing information in relation to the "Safe Driving and Health Campaign"; and (d) To provide daily administrative support.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

### **Job Title: Ref. 002 – Summer Intern [Major Projects Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying in Year 2 or above; and (c) Knowledge of MS PowerPoint design and editing.
Duties:	(a) To assist in preparing materials for project presentation; and (b) To assist in reviewing the temporary traffic arrangement, traffic signal/junction modification and directional sign design for project implementation.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 003 – Summer Intern [Driving Services Section] 1**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Good command of both spoken and written English and Chinese; (b) Detail-minded with strong analytical skills; (c) Good interpersonal and communication skills; and (d) Proficient in computer skills (including MS Word, MS Excel and Chinese Word Processing).
Duties:	(a) To invigilate driving written tests and handle related public enquiries and complaints; (b) To prepare statistics relating to driving written tests; (c) To assist in preparing ground work for the change of content in the Computerised Written Test II system in light of the update of Road Users' Code; (d) To update information on website and publications; and (e) To handle ad-hoc assignments as assigned by supervisors.
Normal Place of Work:	Cheung Sha Wan
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 004 – Summer Intern [Driving Services Section] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Good command of both spoken and written English and Chinese; (b) Good interpersonal and communication skills; and (c) Proficient in computer skills (including MS Word, MS Excel and Chinese Word Processing).
Duties:	(a) To provide day-to-day executive support to Driver Improvement Scheme, Pre-service Courses as well as Designated Driving School matters; (b) To assist supervisors in handling enquiries, conducting research and drafting documents; and (c) To handle ad-hoc assignments as assigned by supervisors.
Normal Place of Work:	Homantin
No. of Nominations:	5

### **Job Title: Ref. 005 – Summer Intern [Task Force/Walkability]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; and (b) Students studying in Year 2 or above are preferred.
Duties:	(a) To assist in the design for cycling facilities improvement works and the related tasks; (b) To assist in the Electric Mobility Device (EMD) trial and the analysis on data obtained from the trial; (c) To assist in reviewing walkability improvement measures; and (d) To undertake other tasks related to walkability.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 006 – Summer Intern [Vehicle Safety and Standards Division] 1**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Information Technologies or Computer Science; (b) Students studying in Year 2 or above are preferred; and (c) Knowledge of Web / Database Server Setup / Programming.
Duties:	(a) To assist in setting up a web and database server to centralise management of information; and (b) To assist in the enhancement of office automation procedures or systems.
Normal Place of Work:	Yau Ma Tei or Tsing Yi
No. of Nominations:	10

### **Job Title: Ref. 007 – Summer Intern [Vehicle Safety and Standards Division] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Arts, Social Sciences, Translation, Chinese Language or English Language is preferred; (b) Students studying in Year 2 or above are preferred; and (c) Knowledge of MS Office.
Duties:	(a) To assist in providing executive support to the Vehicle Safety and Standards Division; and (b) To assist in drafting, updating and translating guidelines and instructions in relation to Vehicle Safety.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 008 – Summer Intern [Transport Operations (New Territories) Division] 1**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Social Sciences, Geography, Public Administration, Sociology or Statistics is preferred; (b) Availability in mid-June 2023 is preferred; (c) Proficient in using MS Word, MS PowerPoint and MS Excel would be an advantage; (d) With relevant working experience in public administration is preferred; and (e) Good command of both Chinese and English.
Duties:	(a) To assist in compiling statistics on relevant operational data including the patronage of public transport services in Sai Kung District; (b) To assist in vetting the survey results on the service levels of the public transport in Sai Kung District; (c) To assist in organising and updating the records and information of public transport interchanges in Sai Kung District; (d) To assist in organising and updating the complaint records on public transport services and related matters in Sai Kung District; and (e) To assist in other day-to-day office administration duties.
Normal Place of Work:	Mongkok
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 009 – Summer Intern [Transport Operations (New Territories) Division] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering or equivalent; and (b) Familiar with MS Office, various computer applications and with programming knowledge.
Duties:	(a) To upkeep various inventory records, including public transport services, public transport facilities / interchanges, new housing development projects, restricted / prohibited zones, speed limits, etc. in Tsuen Wan and Kwai Tsing District; (b) To search and collect basic information to facilitate the planning of public transport services in Tsuen Wan and Kwai Tsing District; (c) To prepare and maintain updated textual and spatial data for the public transport services in Tsuen Wan and Kwai Tsing District; (d) To update the complaint records in Tsuen Wan and Kwai Tsing District; (e) To perform other duties as assigned by the supervisors; and (f) To participate in site visits if necessary.
Normal Place of Work:	Mongkok
No. of Nominations:	10



## Vacancy Details

### **Job Title: Ref. 010 – Summer Intern [Ferry & Paratransit Division] 1**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Economics, Social Sciences, Statistics or related subjects is preferred; (b) Students studying in Year 2 or above are preferred; (c) Proficient in using MS Word, MS Access and MS Excel would be an advantage; (d) Good command of both Chinese and English; (e) With relevant working experience or internship experience is an advantage; and (f) Availability by mid-June is preferred.
Duties:	(a) To assist in compiling and analysing data on Rehabus services and Disabled Parking Spaces / Concessions provided by various organisations; (b) To assist in handling applications for “Parking Certificate for Drivers Who Carry People with Mobility Disabilities”; (c) To perform duties relating to records system management including updating, organising and managing files/records; (d) To provide logistic support to the meeting of Working Group on Access to Public Transport by People with Disabilities; and (e) To assist in other day-to-day office administration duties.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	10

## Vacancy Details

### **Job Title: Ref. 011 – Summer Intern [Ferry & Paratransit Division] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science, Economics, Statistics or related subjects is preferred; (b) Students studying in Year 2 or above are preferred; (c) Proficient in using MS Word, MS Excel Macro and VBA, and MS Access would be an advantage; (d) Good command of both Chinese and English; (e) With relevant working experience or internship experience is an advantage; and (f) Availability by mid-June is preferred.
Duties:	(a) To assist in vetting and processing the applications of Public Transport Fare Concession Scheme; (b) To assist in managing the database relating to the daily operations of the Public Transport Fare Concession Scheme; (c) To perform duties relating to the updating of the Public Transport Fare Concession Scheme records and systematisation of the relevant data; and (d) To assist in other day-to-day office administration duties.
Normal Place of Work:	Kwun Tong
No. of Nominations:	10

## Vacancy Details

### **Job Title: Ref. 012 – Summer Intern [Ferry & Paratransit Division] 3**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science, Economics, Statistics or related subjects is preferred; (b) Students studying in Year 2 or above are preferred; (c) Proficient in using MS Word, MS Excel VBA and MS Access would be an advantage; (d) Good command of both Chinese and English; (e) With relevant working experience or internship experience is an advantage; and (f) Availability by mid-June is preferred.
Duties:	(a) To assist in recording the applications of Public Transport Fare Subsidy Scheme; (b) To assist in managing the database relating to the daily operations of the Public Transport Fare Subsidy Scheme; (c) To assist in testing the system relating to the daily operations of the Public Transport Fare Subsidy Scheme; (d) To perform duties relating to the updating of the Public Transport Fare Subsidy Scheme records and systematisation of the relevant data; and (e) To assist in other day-to-day office administration duties.
Normal Place of Work:	Kwun Tong
No. of Nominations:	5

## Vacancy Details

### Job Title: Ref. 013 – Summer Intern [Ferry & Paratransit Division] 4

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Science, Mathematics, Statistics or related subjects is preferred; (b) Students studying in Year 2 or above are preferred; (c) Proficient in using MS Access and MS Excel would be an advantage; (d) Good command of both Chinese and English; and (e) With relevant working experience or internship experience is an advantage.
Duties:	(a) To assist in carrying out research on measures of improving the taxi service quality; (b) To assist in preparation for the “Taxi Service Commendation Scheme”; (c) To update and compile database and inventories of taxi operations; and (d) To perform duties relating to record system / inventory records management including updating, organising and managing file / inventory records.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 014 – Summer Intern [Road Safety and Standard Division] 1**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Engineering, Computer Science, Computing, Software Engineering, or equivalent; (b) Students studying in Year 2 or above are preferred; (c) Knowledge in computer programming, software development, database and web design, etc.; and (d) Preferably with relevant practical experience in computer programming including image processing, debugging and applications.
Duties:	(a) To modify the design of the existing internet and intranet webpages relating to traffic operation, road safety and design standards; (b) To update the existing database and upload information / documents to webpage in intranet / internet; (c) To modify the design of the existing intranet relating to traffic standards; (d) To develop computer programme to facilitate drawing preparation; and (e) To perform other computing tasks related to road safety and design standards.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 015 – Summer Intern [Road Safety and Standard Division] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying in Year 3 are preferred; (c) Computing knowledge e.g. MS Office Applications; and (d) Preferably with relevant experience in GIS application and/or computer programming.
Duties:	(a) To assist in handling and compiling traffic accident data in the Transport Information System (TIS); (b) To assist in conducting literature reviews on transport and traffic related topics; (c) To assist in conducting accident investigation on blacksites; (d) To assist in reviewing the roadside safety of Hong Kong road network and the associated interventions identified; and (e) To perform other tasks related to road safety.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	15

### **Job Title: Ref. 016 – Summer Intern [Road Safety and Standard Division] 3**

Duration:	Approximately 8 weeks
Entry Requirements:	Major in Marketing or Computing/ Graphic Design
Duties:	(a) To assist in the preparatory works for road safety related publicity materials, including social media feeds, leaflets or pamphlets and Road Safety Bulletins; (b) To assist in the coordination with Road Safety Council; and (c) To assist in the coordination and preparatory works for the Road Safety Research Committee Meeting.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

## Vacancy Details

### **Job Title: Ref. 017 – Summer Intern [Traffic Engineering (Kowloon) Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying in Year 2 or above; (c) Students taking subjects related to Transport Planning and/or Traffic Engineering are preferred; (d) General knowledge of computing; and (e) With working experience is preferred.
Duties:	To assist in evaluating Traffic Management Schemes and vetting submissions in relation to Temporary Traffic Arrangements and Traffic Impact Assessments.
Normal Place of Work:	Mongkok
No. of Nominations:	5

### **Job Title: Ref. 018 – Summer Intern [Traffic Engineering (New Territories West) Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying in Year 2 or above are preferred; and (c) General computer knowledge and good command of both spoken and written English and Chinese.
Duties:	(a) To assist in reviewing the Transport and Traffic Impact Assessment; (b) To assist in reviewing Temporary Traffic Arrangement Scheme; and (c) To assist in preparing traffic improvement schemes.
Normal Place of Work:	Mongkok
No. of Nominations:	5

## Vacancy Details

### Job Title: Ref. 019 – Summer Intern [Training & Development Section]

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Communication, Languages, Social Sciences or relevant disciplines; (b) Students studying in Year 3 or above in the academic year 2023/24 are preferred; and (c) Good computer literacy, including the operation of MS Word, MS Excel, MS PowerPoint and basic knowledge in designing promotional materials.
Duties:	(a) To assist in training activities, including face-to-face training and online courses; (b) To compile training statistics and information, e.g. evaluation summaries / reports, etc.; (c) To update and organise training materials, e.g. web resources; (d) To assist in records management and administrative work such as stock-taking records; (e) To assist in artwork design of online publications; and (f) To provide ad hoc support to other training-related project.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5



## Vacancy Details

### **Job Title: Ref. 020 – Summer Intern [Bus and Railway Branch]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Town / Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering or equivalent; (b) Undergraduate students studying in Year 2 or above are preferred; and (c) Good computer literacy, including the operation of MS Word and MS Excel.
Duties:	(a) To assist in updating databases, such as operating records and complaints/enquiries pertaining to railway services; and (b) To assist in monitoring the performance of the railway services provided by the MTRCL.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

### **Job Title: Ref. 021 – Summer Intern [Transport Planning Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering, Computer Science, Geography or relevant disciplines; (b) Basic knowledge of transport system and network; (c) Knowledge of computer programming, software development, database and web design, etc.; and (d) Relevant experience in GIS application and knowledge in MS Excel VBA are preferred.
Duties:	(a) To update highway network and public transport network for strategic transport model; (b) To check the results of Travel Characteristics Survey and assist in information / data visualizations; (c) To check Base District Traffic Models (BDTM) data and network coding; and (d) To conduct research on the trend and development of urban mobility in the overseas.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	25

## Vacancy Details

### **Job Title: Ref. 022 – Summer Intern [Transport Operations (Urban) Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	<ul style="list-style-type: none"><li>(a) Major in Transport Studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Administration, Public Administration, Geography, Sociology, Computer Engineering or equivalent;</li><li>(b) Undergraduate students studying in Year 2 or above are preferred;</li><li>(c) Familiarity with public transport system is preferred;</li><li>(d) Familiar with MS Office, Adobe Acrobat and Photoshop;</li><li>(e) Fluent in Chinese and English; and</li><li>(f) With prior working experience is preferred.</li></ul>
Duties:	<ul style="list-style-type: none"><li>(a) To update various inventory records in relation to public transport services, public transport interchange, bus shelters, tram stops and restricted / prohibited zones of Hong Kong Island and Kowloon, etc;</li><li>(b) To assist in preparing the required information for GMB mid-term review and amending the schedule of services for GMB;</li><li>(c) To assist in amending and updating the spatial data and textual record of franchised bus, GMB, non-franchised bus and resident service (RS) in Transport Information System and Public Transport Enquiry System;</li><li>(d) To update the complaint records related to Hong Kong Island and Kowloon;</li><li>(e) To update division homepage;</li><li>(f) To assist in analysis of the accuracy of spatial data of franchised bus, GMB, RS, cross boundary coach service on Hong Kong Island and in Kowloon; and</li><li>(g) To perform outdoor work as required.</li></ul>
Normal Place of Work:	Wan Chai or Mongkok
No. of Nominations:	30