



HKSAR Government - Civil Aviation Department

Summer Intern (Administration)

Ref: JN268923

Internship Position - Summer Internship

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Posting Date : **2023-03-10**

Closing Date : **2023-03-16**

💰 HKD 10500 (Monthly) 👥 1 Vacancy 📍 Hong Kong

About *HKSAR Government - Civil Aviation Department*

HKSAR Government - Civil Aviation Department

Website : <https://www.cad.gov.hk>

Job Description

- (a) Assist in office management;
- (b) Assist to conduct research and prepare for launching of a newly developed electronic system;
- (c) Assist in aviation safety promotion, designing and preparing safety promotional materials and documents;
- (d) Assist in preparation of reports and data analysis;
- (e) Assist in monitoring compliance by checking documents and follow up on outstanding documents; and
- (f) Assist in the development of the Air Traffic Control simulator exercises, using Excel to process data, and providing administrative support.

Programme Commencement Date : 3 July 2023 (Tentative)

Office Venue: CAD Headquarters, HK International Airport, Lantau, Hong Kong

Working Hour : 44 Hours per week

Appointment Period : About 2 Months

Skills & Requirements

Field of Study : **All Disciplines**

Year of Study : **Non-final Year**

Education Level (pursuing / obtained) : **Bachelor's Degree**

Spoken Languages : **English, Cantonese**

Written Languages : **English, Chinese**

Course(s)/Field(s) of Study: Any major subject

Year of Study: Not be final-year students who will complete their programme in the summer of 2023

Specific Knowledge/Skills: Good command in written and spoken English and Chinese; good knowledge of computer skills and proficiency in Microsoft Office applications; and interest in aviation.

Work Experience: Nil

Other Requirements(e.g. Extra-Curricular Activities)(if applicable): Nil

No. of Intern to be Recruited: 1

No. of Nominations: 6

Supplementary Document [Questionnaire \(2023\).doc](#)

Application Methods

 APPLY VIA SYSTEM

Please apply with:

- Resume
- Academic Transcripts
- Application Form : [Download](#)
- The Questionnaire on Academic Qualification, and transcript of Higher Diploma/Associate Degree (if any)

Nature of Business

- Government

Job Nature

- Administration and Operations

Remarks

Application Methods:

Please submit the following documents in Job Board.

1. Application Form
2. Resume
3. The Questionnaire on Academic Qualification
4. Transcript which show your GPA in current study

5. Transcript of Higher Diploma/Associate Degree (if any)

Applications that are incomplete or without the required questionnaire and confirmation of student status will not be further processed. The job title must be clearly marked on the application form.

Each applicant can apply for one post for Civil Aviation Department only. If an applicant applies for more than one post, all his/her applications will not be considered.

Notes for Applicants:

- Applicants must be permanent residents of the Hong Kong Special Administrative Region and currently enrolled in full-time accredited post-secondary programmes offered by post-secondary institutions.
- If shortlisted students need to attend the selection interview, students should bring along with them the documentary proofs (original copy) of their academic attainment when attending the selection interview.
- Please provide your Cumulative GPA in your Resume.
- Applicants should indicate clearly in the application the post applied for. Applications which are incomplete will NOT be considered.

Other important information about the selection process you MUST read

1. Please read the job details and application requirements carefully.
2. Normally, the hiring Government Department imposes a ceiling on the number of nominations to the Department. (The ceiling on the number of interns and nominations for each vacancy have been clearly stated in the job requirements.) Selection and screening for nomination by CPS, SAO are based on applicant's merit and employer's requirements.
3. If the hiring Government Department offers multiple posts, they usually require further that each applicant should not apply for more than a stipulated number of posts.

If it is the case, you should take note of the followings:

- If you decide to apply for the stipulated number of posts, you should be aware that, in view of the imposed nomination ceiling, your application(s) might not be selected for nomination to the Department if competition is keen.
- If you decide to apply for more than the stipulated number of posts, it constitutes your consent that CPS, SAO has the full discretion of handling and screening of your applications in accordance with the employer's requirements unless specified otherwise. Nomination arrangement will be further based on our aim to assist as many students as possible in securing internship opportunities and minimize the wastage of such opportunities.

If you want to get professional career advice on your job applications, please register for Career Advising/Mock Interview session through [POSS](#).