

## OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER (OGCIO)

### 2024 Post-Secondary Student Summer Internship Programme

**Allowance:** HK\$11,200 per month

**Period of Internship:** July to August 2024 (around 2 months)

#### General Requirements:

Applicants must –

- (a) be permanent residents of the Hong Kong Special Administrative Region;
- (b) be students studying full-time post-secondary programmes in Information Technology; and
- (c) not have completed or be studying their final year of study before the internship period commences.

**The following intern positions are now available for application:**

Post Title	Brief Job Descriptions	Additional Requirements	Workplace
CSD Division – (SEC)11 Team	(a) To conduct research on industry best practices, international standards and emerging security threats; (b) To assist in the preparation and update of cyber security-related documents, materials and webpages; and (c) To provide administrative support to the IT Security Team in daily operations.	(a) Excellent command of spoken and written English and Chinese; (b) Familiar with basic concepts of cyber security; and (c) Strong analytical and research skills.	Cyberport
CSD Division – (SEC)12 Team	(a) To perform collection and analysis of cyber threat information; (b) To provide support in web	(a) Basic knowledge in information security, computer networking and web technology;	Cyberport

<b>Post Title</b>	<b>Brief Job Descriptions</b>	<b>Additional Requirements</b>	<b>Workplace</b>
	<p>application security testing including vulnerability scanning; and</p> <p>(c) To provide administrative support to the team in daily operations.</p>	<p>(b) Basic skills in programming (e.g., Python);</p> <p>(c) Strong interest in information security; and</p> <p>(d) Excellent command of spoken and written English and Chinese.</p>	
CSD Division – (SEC)41 Team	<p>(a) To assist in organising cybersecurity awareness promotion events;</p> <p>(b) To assist in conducting phishing drill exercises;</p> <p>(c) To work with external service providers in maintaining contents of websites; and</p> <p>(d) To provide administrative support to the team in daily operations.</p>	<p>(a) Basic knowledge in information security, computer networking and web technology;</p> <p>(b) Basic knowledge in using Adobe Illustrator and Photoshop;</p> <p>(c) Familiar with web programming languages (e.g. HTML5, JSON, CSS, Git, etc.); and</p> <p>(d) Good command of written and spoken English and Chinese.</p>	Cyberport
CSD Division – (DI)31 Team	<p>(a) To assist in designing and developing promotional messages, infographics, animated videos and stickers for “iAM Smart” to be disseminated through various channels, including websites, social media, etc.;</p> <p>(b) To provide support in promotion events for “iAM Smart”, including event planning, publicity</p>	<p>(a) IT background with knowledge in multimedia;</p> <p>(b) Basic knowledge in using Adobe Photoshop, Illustrator and InDesign;</p> <p>(c) Basic knowledge in social media (e.g. Facebook, Instagram, YouTube, Xiaohongshu, Tik Tok, etc.);</p> <p>(d) Basic knowledge in programming languages (e.g. JavaScript, CSS,</p>	Cyberport

Post Title	Brief Job Descriptions	Additional Requirements	Workplace
	<p>and preparation of promotional materials, etc.; and</p> <p>(c) To provide support in website maintenance for “iAM Smart” (iamsmart.gov.hk).</p>	<p>HTML5, PHP, JSP, etc.); and</p> <p>(e) Good command of written and spoken English and Chinese.</p>	
<p>G&amp;R Division – (OP)25 Team</p>	<p>(a) To study, propose and develop a prototype for checking the attendance records of contractor staff;</p> <p>(b) To develop, test and debug computer program(s) for the attendance checking task by using Python;</p> <p>(c) To perform a feasibility study on setting up a data warehouse for analysing the raw data collected by a monitoring system by using an open-source solution;</p> <p>(d) To perform a feasibility study on the programs used to import, export, and generate reports for the raw data stored in the data warehouse;</p> <p>(e) To perform a feasibility study on how to use the data stored in the data warehouse to perform machine learning tasks; and</p> <p>(f) To prepare documents, such as program manual,</p>	<p>(a) Experienced in / Familiar with Python 3 or above;</p> <p>(b) Experienced in / Familiar with Jupyter Notebook and data analytic packages (e.g. Numpy, Pandas, Scikit-learn and Tensorflow);</p> <p>(c) Experienced in / Familiar with program development in both Linux and Windows environment;</p> <p>(d) Experienced in / Familiar with Visual Studio Code for program development; and</p> <p>(e) Experienced in / Familiar with Git for source code management.</p>	<p>Cheung Sha Wan</p>

<b>Post Title</b>	<b>Brief Job Descriptions</b>	<b>Additional Requirements</b>	<b>Workplace</b>
	workflow and specifications of computer programs, etc.		
INF Division – (DA)31 Team	(a) To provide technical support to B/Ds in e-Form development; (b) To liaise with B/Ds on the adoption of Central E-Form Services (CEFS); and (c) To maintain technical and guideline documents of CEFS.	(a) Web application development skills including JavaScript; (b) Good communication and interpersonal skills; and (c) Good command of written English.	Cyberport
ID Division – (SC)3 Team	(a) To perform public Wi-Fi service checks at all Government Wi-Fi venues in 18 districts; and (b) To assist in miscellaneous / ad-hoc duties of the team as assigned by the supervisor.	(a) Knowledge in Wi-Fi Internet access and Wi-Fi configuration; (b) Familiar with at least one of the following operating systems: MS Windows, Mac OS, especially how to connect to Wi-Fi; (c) Familiar with Android or iOS mobile devices (e.g. smartphones and tablets), especially how to connect to Wi-Fi; and (d) Good communication and interpersonal skills.	- Wanchai; - GovWiFi venues (Indoor and Outdoor)

**Terms and Conditions of Appointment:** Successful interns will be engaged on non-civil service terms and will be required to work 44 hours per week. The actual hours of work may vary depending on operational needs. Overtime work, if necessary, will be compensated by time-off in lieu.

**Fringe Benefits:** Rest days, statutory holidays (or substituted holidays), sick leave, sickness allowance, where appropriate, will be granted with the provisions of the Employment Ordinance.

**How to Apply:**

(a) Students studying in **local** post-secondary institutions

You **MUST** apply through the Student Affairs Offices / Career Centres of your respective institutions. You are advised to **note the deadlines set by your respective institutions.**

*(Applications not submitted through the Student Affairs Offices / Career Centres of respective institutions will **NOT** be considered.)*

(b) Students studying in **non-local** post-secondary institutions

You must submit your application on or before 26 April 2024 at 6:00 p.m. Hong Kong Time by making an online application through the GovHK's website at <https://eform.cefs.gov.hk/form/ogc011/>. Please also provide a reference letter issued by the appropriate authority of your post-secondary institutions certifying your student status in the institution and copies of relevant academic transcripts in your application.

[**Note:** Applications which are incomplete will **NOT** be considered. Applicants who are selected for interview will normally receive an invitation in about two to four weeks from the closing date for application. **Individual selection interviews will be conducted for each intern position.** Those who are not invited for interview by June 2024 may assume that their applications are unsuccessful.]

**Enquiry Address:** Appointments Section, Office of the Government Chief Information Officer, 12/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon

**Enquiry Telephone:** 3847 7387

**Closing Date for Application:**

(a) Students studying in **local** post-secondary institutions

Please refer to the deadlines set by the respective institutions.

(b) Students studying in **non-local** post-secondary institutions

26 April 2024 at 6:00 p.m. Hong Kong Time

**General Notes:**

- (a) Summer interns must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) 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 requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Summer interns are not posts on the civil service establishment. Students 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.
- (d) 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.
- (e) Where 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 interviews.
- (f) 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 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 [www.csb.gov.hk](http://www.csb.gov.hk) under “Administration of the Civil Service – Appointments”.