

## Transport Department Post-Secondary Student Summer Internship Programme 2022

### 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 2021/22 and 2022/23 academic years.

(Note: Applications from graduates of 2022 would not be considered.)

<b>Salary:</b>	HK\$10,500 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 2022.
<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 should 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 photocopies of academic transcripts and relevant certificates.</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 photocopies of academic transcripts and relevant certificates should reach the enquiry address stated below by mail <b>on or before 18 May 2022</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>ONE</b> post. Otherwise, the applicant will not be considered. Applications that are incomplete or late will also not be considered.</li> <li>(d) Shortlisted candidates will be invited to attend interview in May or June 2022. 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 to produce the originals and photocopies of the supporting documents on academic qualifications for verification and record purpose.</li> </ul>

<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 5576 and 3842 6465
<b>Closing Date of Application:</b>	<b><u>18 May 2022</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 [Bus and Railway Branch]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Urban Planning, Economics, Business Administration, Public Administration, Social Sciences, Computer Science, Information System Management or equivalent; (b) Good command of MS Office (Excel and Word); and (c) Knowledge in public transport services in Hong Kong.
Duties:	(a) To update various databases pertaining to franchised buses, such as bus route list, bus-bus interchange schemes; (b) To prepare bus route maps; and (c) To perform outdoor duties, if required.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

**Job Title: Ref. 002 – Summer Intern [Ferry and Paratransit Division] 1**

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 Excel is an advantage; (d) Good command of Chinese and English; and (e) With relevant working experience/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

**Job Title: Ref. 003 – Summer Intern [Ferry and Paratransit Division] 2**

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, Access and Excel would be an advantage; (d) Good command of Chinese and English; (e) With relevant working experience/ internship experience is an advantage; and (f) Availability by mid-June is preferred.
Duties:	(a) To assist in compiling and analysing data on Rebus 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

**Job Title: Ref. 004 – Summer Intern [Ferry and Paratransit Division] 3**

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, Access and Excel would be an advantage; (d) Good command of Chinese and English; (e) With relevant working experience/ 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 perform duties including updating the Public Transport Fare Subsidy Scheme records and systematising the relevant data; and (d) To assist in other day-to-day office administration duties.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

**Job Title: Ref. 005 – Summer Intern [Human Resource Development Unit]**

Duration:	Approximately 7 weeks
Entry Requirements:	(a) Major in Communication, Languages, Social Sciences or relevant disciplines; (b) Students studying in Year 3 or above in the 2022/23 academic year are preferred; and (c) Good computer literacy including the operation of MS Word, Excel, 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 administrative work, stock-taking and updating of inventory 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

**Job Title: Ref. 006 – 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) Proficient in 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



**Job Title: Ref. 007 – Summer Intern [Management Services Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Accounting, Transport Studies, Town Planning, Urban Planning, Economics, Civil Engineering, Environmental Studies, Business Studies, Public Administration, Geography, Sociology, Information Technology, Mathematics, Statistics or equivalent; (b) Familiar with MS Office; (c) Good command of Chinese and English; and (d) Availability before mid-June is preferred.
Duties:	(a) To provide support to the preparatory tasks for commissioning of new tunnels / take-over of tunnels; (b) To update the existing database of the operating statistics and complaint records for tunnels and control areas; (c) To stock-take the inventory of facilities of tunnels and control areas; (d) To perform duties relating to records management; and (e) To provide clerical and administrative support.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

**Job Title: Ref. 008 – Summer Intern [Road Safety and Standards Division] 1**

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 leaflets/pamphlets and Road Safety Bulletins; (b) To assist in the coordination with Road Safety Council and the preparatory works for social media feeds; 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

**Job Title: Ref. 009 – Summer Intern [Road Safety and Standards Division] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying in Year 2 or above 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 validating traffic accident data in Transport Department's Transport Information System; (b) To assist in conducting literature reviews on transport and traffic related matters; (c) To assist in conducting investigation on traffic accident blackspots / franchised bus accident prone-sites; (d) To assist in conducting assessments on proposed bus-related traffic management measures; and (e) To perform other tasks related to road/ bus safety.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	20

**Job Title: Ref. 010 – Summer Intern [Road Safety and Standards Division] 3**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Computer Engineering, Computer Science, Computing, Software Engineering, or equivalent; (b) Students studying Year 2 or above are preferred; and (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, traffic standards, road safety and design standards; (b) To update the existing database and upload information/document to webpage in intranet/ internet; (c) To develop computer programming for drawing production; and (d) To perform other computing tasks related to road safety and design standards.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

**Job Title: Ref. 011 – Summer Intern [Smart Mobility Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering, Traffic and Transport Engineering, Information Technology or Computer Science; and (b) Proficient in MS Office.
Duties:	(a) To assist in undertaking engineering-related tasks, including collating and analysing traffic data for smart mobility projects; and (b) To assist in conducting studies and research related to transport technologies and smart mobility initiatives.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

**Job Title: Ref. 012 – 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 vetting Temporary Traffic Arrangements and Traffic Impact Assessments.
Normal Place of Work:	Mongkok
No. of Nominations:	5

**Job Title: Ref. 013 – Summer Intern [Traffic Engineering (NTW) 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 Traffic Impact Assessment Report; (b) To assist in preparing traffic improvement schemes; and (c) To assist in carrying out Speed Limit Review on existing roads.
Normal Place of Work:	Mongkok
No. of Nominations:	10

**Job Title: Ref. 014 – Summer Intern [Task Force/Walkability]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering; (b) Students studying in Year 2 or Year 3; (c) Competent in both Chinese and English word processing using MS Word, numerical processing using MS Excel and preparation of presentation slides using MS PowerPoint; and (d) Experience in writing webpage.
Duties:	(a) To assist in research/ review on the uses of electric mobility devices; (b) To assist in the preparataion of an EMD pilot trial and analysis of data obtained from the trial; (c) To assist in writing/ updating an intranet webpage for Task Force/ Walkability; (d) To assist in reviewing walkability improvement measures; and (e) To undertake other tasks related to walkability.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	5

**Job Title: Ref. 015 – 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) Proficient in using MS Word, PowerPoint and Excel would be an advantage; (c) With relevant working experience in public administration is preferred; (d) Good command of Chinese and English; and (e) Availability in mid-June 2022 is preferred.
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

**Job Title: Ref. 016 – Summer Intern [Transport Operations (New Territories) Division] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Students studying in Year 2 or above are preferred; (b) Proficient in Chinese typing, MS Word, Excel and PowerPoint; and (c) Good command of Chinese and English.
Duties:	(a) To update, maintain and analyse records related to cross-boundary transport services in the database; (b) To assist in the preparation of schedules of services for cross-boundary coaches; To assist in organising and updating the records and information of public transport interchanges in Sai Kung District; (c) To provide administrative and clerical support; (d) To perform any other duties as assigned by supervisors; and (e) To perform outdoor duties as required.
Normal Place of Work:	Mongkok
No. of Nominations:	5



**Job Title: Ref. 017 – Summer Intern [Transport Operations (Kowloon) Section]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Transport Studies, Town Planning, 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; (c) Familiarity with public transport system is preferred; (d) Familiar with MS Office, Adobe Acrobat and Photoshop; (e) Fluent in Chinese and English; and (f) One year of working experience is preferred.
Duties:	(a) To update various inventory records such as public transport services, public transport interchange, and restricted/prohibited zones inventory in Kowloon etc.; (b) To assist with the planning of Green Mini Bus (GMB) network in Kowloon; (c) To update the complaint records in Kowloon; (d) To update division homepage; (e) To assist in analysis of the accuracy of spatial data of franchised bus, GMB, resident service (RS) and cross boundary coach service; (f) To assist in amending and updating the spatial data and textual record of franchised bus, GMB, non-franchised bus, airport express line and RS in Transport Information System and Public Transport Enquiry System; and (g) To perform outdoor work as required.
Normal Place of Work:	Mongkok
No. of Nominations:	20

**Job Title: Ref. 018 – Summer Intern [Transport Planning Division]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Civil Engineering, Computer Science, Geography or equivalent; (b) Students enrolled in full-time accredited post-secondary programmes offered by local or overseas post-secondary institutions in or before the 2021/22 academic year; (c) Basic knowledge of transport system and network; (d) Knowledge of computer programming, software development, database and web design, etc.; and (e) Relevant experience in GIS application and knowledge in Excel VBA are preferred.
Duties:	(a) To update highway network and public transport network for strategic transport model; (b) To check questionnaires of Travel Characteristics Survey and assist in the formulation of publicity strategy; (c) To check Base District Traffic Models (BDTM) data and network coding; and (d) To research on the trend and development of urban mobility in overseas cities.
Normal Place of Work:	Yau Ma Tei
No. of Nominations:	15

**Job Title: Ref. 019 – Summer Intern [Administration Support Unit, Urban (Kowloon) and New Territories Regional Office]**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Students studying in Year 2 or above are preferred; and (b) Basic computer knowledge (e.g. MS Word, Excel and PowerPoint).
Duties:	(a) To assist in executive support works, including consolidating of data, compilation of returns and calculations; (b) To assist in conducting records management matters, which include updating the inventory, coordinating storage and arranging disposal; (c) To assist supervisor in handling the general administrative matters of the Office; and (d) To carry out other duties as assigned by the senior officers.
Normal Place of Work:	Mongkok
No. of Nominations:	10

**Job Title: Ref. 020 – Summer Intern [Vehicle Safety and Standards Division] 1**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Electrical Engineering, Mechanical Engineering or Information Technologies; (b) Students studying in Year 2 or above are preferred; and (c) Knowledge of web / database server setup and basic knowledge of automotive engineering.
Duties:	(a) To help set up a web and database server to centralise management of information; and (b) To assist in enhancement of office automation procedures or systems.
Normal Place of Work:	Yau Ma Tei or Tsing Yi
No. of Nominations:	15

**Job Title: Ref. 021 – Summer Intern [Vehicle Safety and Standards Division] 2**

Duration:	Approximately 8 weeks
Entry Requirements:	(a) Major in Arts, 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 and Tsing Yi
No. of Nominations:	10