

**Post-secondary Student Summer Internship Programme 2024**  
**2024 專上學生暑期實習計畫**

**The Government of the Hong Kong Special Administrative Region –  
 Environment and Ecology Bureau (Environment Branch)**  
 香港特別行政區政府環境及生態局（環境科）

Job Code 工作編號	Job Nature/Proposed Project 參與項目 / 工作性質	Location of Work 工作地點	Preferred Discipline/Subject 修讀學科	Required Experience, Knowledge & Skills 所需經驗、知識及技能
<b>Sustainable Development Division (可持續發展科)</b>				
PSSIP/ SDD	Publicity and Community Education Programmes  宣傳及社區教育活動	21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong  香港金鐘道 66 號金鐘道 政府合署高座 21 樓	Communication, Translation, Public Relations or Environmental Science  傳理、翻譯、公關或環境科學	Proficient in speaking and writing Chinese and English  Proficient in Microsoft Word, PowerPoint and Excel  Good Chinese and English word-processing skills  精通中英文會話及書寫  熟練使用微軟處理軟件 Microsoft Word, PowerPoint 及 Excel  良好中文及英文電腦文書處理技巧
<b>Nature Conservation Division (自然保育科)</b>				
PSSIP/ CCO 1	To assist in monitoring the progress of the projects supported under the Countryside Conservation Funding Scheme, including conduct internet research, literature review, documentation analysis and join outdoor site visits when necessary  協助監察鄉郊保育資助計劃的資助項目進度，包括在互聯網上搜尋資料，閱覽文獻及分析，以及按需要參與實地戶外視察活動	22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街 1 號華懋交易廣場 22 樓	Disciplines related to Architectural, Environmental / Ecology or Cultural Conservation  建築、環境／生態或文化保育相關學科	Post-secondary student studying Year 2 or above in related disciplines  Proficient in GIS software, Microsoft Word, PowerPoint and Excel  Experience in using Power BI preferable  相關學科就讀 2 年級或以上的專上學院學生  熟練使用地理資訊系統軟件 (GIS)、微軟處理軟件 Microsoft Word、PowerPoint 及 Excel  具使用 Power BI 經驗者優先

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PSSIP/ CCO 2	<p>To assist in researching and exploring the implementation of minor improvement works for countryside conservation and revitalisation</p> <p>協助研究及探討與鄉郊保育及復育相關的小型改善工程</p>	<p>22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯽魚涌海灣街 1 號華懋交易 廣場 22 樓</p>	<p>Disciplines related to Civil Engineering or Environmental science</p> <p>土木工程、環境科學或相關學科</p>	<p>Post-secondary student studying Year 2 or above in related disciplines</p> <p>Proficient in written English and Chinese</p> <p>Proficient in Microsoft Word, PowerPoint and Excel</p> <p>相關學科就讀 2 年級或以上的專上學院學生</p> <p>熟練掌握以中英文進行書面表達</p> <p>熟練使用微軟處理軟件 Microsoft Word, PowerPoint 及 Excel</p>
PSSIP/ CCO 3	<p>To assist in the research of architectural design in the countryside in Hong Kong, and provide design of visual aid related to the countryside conservation</p> <p>協助鄉郊建築設計研究，以及提供與鄉郊保育工作相關的視覺設計</p>	<p>22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay</p> <p>鯽魚涌海灣街 1 號華懋交易 廣場 22 樓</p>	<p>Disciplines related to Architecture or Landscape Architecture</p> <p>建築、園境建築或相關學科</p>	<p>Post-secondary student studying Year 2 or above in related disciplines</p> <p>Basic knowledge on Architectural / Landscape Architecture Design</p> <p>Have some experience in using Sketchup, Microsoft Powerpoint, Indesign, Illustrator, Premium Pro, Photoshop or the like</p> <p>相關學科就讀 2 年級或以上的專上學院學生</p> <p>具備基本建築 / 園境建築知識</p> <p>具備使用 Sketchup、微軟處理軟件 Powerpoint、Indesign、Illustrator、Premium Pro、Photoshop 或同類軟件的經驗</p>

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<b>Community Relations Unit (社區關係組)</b>				
PSSIP/ CRU	<p>Providing administrative and operational support to the Wan Chai Environmental Resource Centre</p> <p>Assisting in the tasks related to re-engineering of Environment and Conservation Fund electronic system</p> <p>為灣仔資源中心提供行政及運作支援</p> <p>協助與環境及自然保育基金電子系統翻新工程的相關工作</p>	<p>5/F, Southorn Centre, 130 Hennessy Road, Wan Chai / 221 Queen's Road East, Wan Chai</p> <p>灣仔軒尼詩道 130 號修頓中心 5 樓 / 灣仔皇后大道 東 221 號</p>	<p>Multimedia &amp; Information Technology or Marketing</p> <p>多媒體及資訊科技或市場學</p>	<p>Proficient in the use of general computer software (such as Microsoft Office Word and Excel)</p> <p>Fluent in both Cantonese and English and proficient in Chinese and English word-processing</p> <p>Have a strong sense of responsibility and be able to work independently</p> <p>熟悉一般電腦軟件操作，例如 Microsoft Office Word 和 Excel</p> <p>操流利粵語及英語及具備良好的中文及英文電腦文書處理技巧</p> <p>責任感強，能夠獨立工作</p>