

Administrative Service Summer Internship Programme (ASSIP)

The Administrative Officers (AOs) are professional public administrators in the Government of the Hong Kong Special Administrative Region. They are involved in formulation of government policies, coordination and monitoring of the implementation of programmes, and management of the use of public resources. They enjoy variety in their career through regular rotation to different bureaux and departments, and contribute to different areas of work in the Government.

The primary objective of the **Administrative Service Summer Internship Programme** (“the Programme”) is to give Hong Kong students who wish to pursue an AO career an opportunity to get hands-on experience of working with serving AOs, so as to enrich their understanding of the roles and mission of an AO and facilitate their future career planning.

Duties

Students participating in the Programme will be assigned duties similar in nature to those of AOs in different government bureaux or departments. Students will also have the opportunity to visit various government offices and / or relevant public organisations.

Selection Criteria

Participants in the Programme are required to fulfill the following requirements:

- (a) being a permanent resident of the Hong Kong Special Administrative Region;
- (b) undergoing full-time studies at a local or overseas / Mainland tertiary institution in the 2023-24 and 2024-25 academic years, with a view to obtaining by summer 2025 or 2026 (i.e. by September) a bachelor’s degree or higher qualifications (applicants who are expected to graduate in 2025 would be given higher priority);
- (c) being committed to serve the community and with an interest in pursuing a career in the Administrative Service after graduation;
- (d) possessing leadership qualities;
- (e) being able to work in a team;
- (f) having a good command of both Chinese and English;
- (g) with outstanding academic achievements; and
- (h) being active in community / school activities.

Terms of Employment

The employment period will last for about two months or more between May and September 2024 (depending on office exigencies and individual participants' availability, the actual employment period of different cases may vary). The level of remuneration for participants will be \$11,200 per month (including contribution to Mandatory Provident Fund). Participants are normally

required to work 44 hours per week. The exact hours of work will depend on the actual operational needs. Overtime work, where necessary, will be compensated by time-off in lieu.

All successful applicants will be offered identical terms of employment (except for the period). No allowance will be given to appointees currently residing outside Hong Kong to cover their travelling expenses to and from Hong Kong or their subsistence during their stay in Hong Kong.

Application Procedure

Our university, along with other local tertiary institutions, are invited to submit nominations to the Civil Service Bureau (CSB) for the internship. Please note that CSB allows the invited institutions to adopt their own selection timetable and procedures. Therefore CityU students should follow the procedures as listed below:

Interested students should submit the following documents **in softcopies to clc.careercentre@cityu.edu.hk by 5:00p.m. on or before 26 January 2024 (Friday)**. Please send in **one single PDF with file name “ASSIP2024_Student Name_Student ID”**.

- a) A completed application form which can be downloaded at <https://www.csb.gov.hk/english/admin/grade/ao/files/ASSIP2024ApplicationForm.pdf>
- b) Resume
- c) Copy of CityU Academic Transcript
- d) Copy of public examination transcripts (i.e. HKDSE, IELTS)
- e) Two essays (one in Chinese and one in English) of no more than 300 words each, with the Chinese essay on which two government bureaux or departments they are most interested in working in if they were AOs, and the English essay on their views on how the Government should effectively respond to social progress and technological innovations
- f) Two reference letters from the staff of CityU (please have your references ready and they should be submitted UPON REQUEST after an interview in the week of 14 February 2024)

** Please note that incomplete and late submissions will not be considered.

Screening Process

Shortlisted applicants will be notified through email to attend an interview in the week of 14 February 2024 organized by Career and Leadership Centre (CLC).

Since the competition is keen, **applicants who are unable to attend the interview will hardly be selected for nomination**. If you do not hear from us by end of February 2024, you may consider your application unsuccessful.

Enquiries

Please contact CLC at 3442 5591 if you have any enquiries.

For more details about the Programme, please visit
<https://www.csb.gov.hk/english/admin/grade/ao/279.html>

Facebook page on the Programme

Civil Service Bureau has a Facebook page for promoting the captioned programme. You can read updated news about this programme at <http://www.facebook.com/ao.intern>.