

**Development Bureau**

**Works Branch**

**(Non-Civil Service Vacancies)**

**Summer Intern (Greening and Landscape)**

**(Allowance: HK \$9,200 per month)**

**Entry Requirements:**

Applicants should –

- (a) be full-time post-secondary students <sup>(Note)</sup> of -
- (i) Bachelor of Art in Architectural studies, majoring in Landscape Architecture; or
  - (ii) Bachelor degree in Landscape Architecture; or
  - (iii) Master degree in Landscape Architecture or above;
- (b) have completed the first year of the programme concerned; and
- (c) have knowledge of Photoshop or Illustrator and skill in landscape architectural design.

[Note: applicants should produce transcripts issued by the appropriate authority of his/her tertiary educational institutions certifying his/her academic status in the institution.]

**Internship Period :**

Around 8 weeks, from early/mid June to early/mid August 2015.

**Place of Work :**

16/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

**Duties :**

To assist the Greening and Landscape Office in –

- (a) the landscape and greening works; and
- (b) the launching of publicity programme on landscape and greening.

**Terms of Engagement:**

Successful candidates will be engaged under non-civil service appointment terms.

**How to Apply:**

Interested students, who are **permanent residents** of the Hong Kong Special Administrative Region meeting the entry requirements, should make the application with the following documents **by e-mail** (recruit\_glo@devb.gov.hk) **or by fax** (+852 2186 6932) on or before the closing date for application –

- (i) a completed application form;
- (ii) a copy of the public examination certificates and official transcripts; and
- (iii) a covering letter together with a resume and a portfolio (a maximum of four A3 pages).

Application form can be downloaded from the Civil Service Bureau's Website ([http://www.csb.gov.hk/english/admin/appoint/files/Standard\\_Application\\_Form.doc](http://www.csb.gov.hk/english/admin/appoint/files/Standard_Application_Form.doc)). Applications with incomplete or unclear information will not be considered. Applicants who do not receive the appointment document by 30 June 2015 may assume their applications are unsuccessful.

**Closing Date for Application:**

30 April 2015

**Enquiry Telephone No. :**

+852 3509 8319

**General Notes:**

- (a) Candidates 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 requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) 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.
- (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.
- (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 and/or written test, if any, without being subject to any further shortlisting criteria.
- (g) Personal data provided by job applicants will be used strictly in accordance with this Bureau's personal data policies, a copy of which will be provided immediately upon request. You may contact Executive Officer (Works) Personnel of the Development Bureau at 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, or direct your request to him/her by fax (fax no.: +852 2523 5327).
- (h) 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.
- (i) Non-civil service vacancies information contained in this column is also available at the 'GovHK' (<http://www.gov.hk>) on the internet and the Development Bureau's website (<http://www.devb.gov.hk>).