Transport Department
Post-Secondary Student Summer Internship Programme 2009

The Post-Secondary Student Summer Internship Programme 2009 ("the Programme") targets at all students who are permanent residents of the Hong Kong Special Administrative Region and currently enrolled in full-time accredited post-secondary programmes offered by post-secondary institutions. The objectives of the Programme are to familiarise interns with the work of the Government in general; and to provide interns with valuable work experience in their field of studies or interests. The following internship placement opportunities are now available for application in Transport Department:

Job Title	Ref. 001 – Summer Intern (BRB)
No. of vacancy	2
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Knowledge in computer applications including MS Word, Excel and Access.
Duties	(a) Assist in handling PBOC new membership admission checking; (b) Assist in compiling statistical reports on non-franchised Bus and franchised bus operation; and (c) Assist in developing computer database for retrieval of franchised bus information.

Job Title	Ref.: 002 - Summer Intern (CCC)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Have knowledge in MS Office application; and (c) Proficient in Putonghua.
Duties	(a) To provide administrative and clerical support, including logistic arrangements for receipt of overseas and Mainland visitors to Transport Department; (b) To maintain the inventory of briefs / papers, and to assist the information dissemination of incidents and planned events (e.g. East Asian Games Torch Relay in August) etc; and (c) To provide logistic support for the hearings of Inquiry and Transport Tribunal.

Job Title	Ref. 003 - Summer Intern (CSS)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Familiar with web design; (c) Experience in database (MySQL) and PHP programming; (d) Familiar with the use of Microsoft Office (e.g. Excel, Word); and (e) Familiar with English and Chinese input method.
Duties	(a) Web design for Intranet website; (b) Web application development; (c) Assist in inventory stock take; and (d) Data entry of inventory records.

Job Title	Ref. 004 - Summer Intern (DS/PR)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Proficient in MS Offices programming (Visual Basic Script).
Duties	To develop and enhance database systems for maintaining, compiling and retrieving posting records of engineer/clerical grades staff in the department.

Job Title	Ref. 005 - Summer Intern (DS/GR)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Proficient in MS Offices programming (Visual Basic Script) and MS Frontpage.
Duties	(a) To design a computerised programme for stocktaking of stores and inventories; (b) To revamp the Homepage of Departmental Secretariat (DS) and to review materials placed therein; (c) To sort the photos of functions and activities organised by DS in recent years and to arrange uploading to the revamped Homepage; (d) To assist examination of old files and the disposal; and (e) To perform other ad-hoc duties and assignments of the General Registry.

Job Title	Ref. 006 - Summer Intern (HRDU)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Literacy in front-page/home-page/web-page and MS Word, Excel, PowerPoint; and (c) Willing to work with numbers and figures, charts and tables.
Duties	Help with: (a) streamlining, improved categorization and documentation of the filing system; (b) upload and update of materials in Hearts Website (Intranet); (c) production of e-newsletters; and (d) organizing staff relations activities such as health talks and recognition parties.

Job Title	Ref. 007 - Summer Intern (PVPS 1)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Proficient in computer software including Microsoft Office (Word, Excel, Access, etc.); and (c) Competent in writing English and Chinese.
Duties	(a) To check the database of Non-Franchised Bus (NFB) cases in previous years and to enhance the database; (b) To assist in compiling statistics and tables on NFB enforcement cases; and (c) Any other duties as assigned by the seniors.

Job Title	Ref. 008 - Summer Intern (PVPS 2)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Competent in Access and Excel.
Duties	(a) To assist in preparing the prosecution case files in relation to Driving-offence Points and Tunnel infringement matters; (b) To assist in compiling tables and statistics for the prosecution cases; (c) To assist in enhancing and improving the database system for the prosecution cases; and (d) Any other duties as assigned by the seniors.

Job Title	Ref. 009 - Summer Intern (FSU)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; and (b) Proficient in Microsoft Office applications.
Duties	(a) General administrative work in the Finance & Supplies Unit; (b) Assist in the annual inventory stocktaking/checking exercise for the Department; (c) Assist in the design of frequently-used templates in the Finance & Supplies Unit; and (d) Assist in preparing some PowerPoint slides for presentation/training purpose.

Job Title	Ref. 010 - Summer Intern (TCD)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Knowledge in Excel, Words and Access programming.
Duties	(a) To develop an Access Database for effective storage and retrieval of existing records of "request of traffic report from police"; and (b) Assist to update office equipment (PC and Project) inventory database.

Job Title	Ref. 011 - Summer Intern (RSSD 1)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Appointee should have sufficient ASP working knowledge.
Duties	(a) The appointee's main duty is to assist TD/RSSD in enhancing the searching capability of their in-house searching program - "Searching of Traffic Sign". He/she will be required to install hyper-link(s) between a search result and its associated descriptions in the Transport Planning and Design Manual (TPDM), both of which are currently uploaded at TD Intranet Homepage; and (b) Other ad-hoc duties as assigned by his supervisor relating to computing programming.

Job Title	Ref. 012 - Summer Intern (RSSD 2)
No. of vacancy	5
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Appointees should have sufficient knowledge on general applications of desktop computer.
Duties	To process historical accident data to the database.

Job Title	Ref. 013 - Summer Intern (TPD 1)
No. of vacancy	1
Entry Requirements	(a) Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Have good Knowledge in HTML, image editing and database software such as MS Frontpage, Dreamweaver, Photoshop and MS Access and SQL.
Duties	To assist in revamping of TPD Homepage and checking of public transport network coding of transport model.

Job Title	Ref. 014 - Summer Intern (TPD 2)
No. of vacancy	1
Entry Requirements	(a) Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Have good Knowledge in designing and developing websites such as MS Frontpage, Dreamweaver, Photoshop and MS Access and SQL.
Duties	To assist in development of a web-based system to allocate description to transport model runs.

Job Title	Ref. 015 - Summer Intern (TEHK)
No. of vacancy	2
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; and (b) Candidates with good knowledge in Computer Science and the use of software for the below types of work will have preference.
Duties	(a) To enhance the Traffic Engineering (Hong Kong) Division's Homepage; (b) To develop a capacity database for signal junctions and priority junctions; (c) To upgrade the database system such as No-stopping Restriction, Bus Only Lane, etc.; (d) To develop Microstation VBA for linking of land survey-sheets, Lighting drawings and traffic aids drawings; (e) To assist in speeding up the data updating in TIS (e.g. Traffic survey, Junction inventory, Photos, video); and (f) Ad-hoc projects as assigned by CTE/HK.

Job Title	Ref. 016 - Summer Intern (TOHK)
No. of vacancy	5
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Hand on skill of MS Office; Imaging software and web page editing software; (c) Familiar with public transport system; and (d) Knowledge of GIS and geospatial application is preferred.
Duties	(a) To provide assistance for the planning of the special traffic arrangements for the East Asian Games (EAG); (b) PT services and PTI inventory up-keeping; (c) Planning and familiarization of GMB network on Hong Kong Island; (d) To assist in amending and updating the spatial data and textual record; (e) To update the complaint records on Hong Kong Island; (f) To update division homepage; (g) To update the restricted/prohibited zones inventory on Hong Kong Island; and (h) To assist in analysis of the accuracy of spatial data of Franchised Bus, GMB, Resident Service, Cross boundary coach service under TOHK purview. Note: Outdoor work is required.

Job Title	Ref. 017 - Summer Intern (TEK)
No. of vacancy	2
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Proficient in operation of web design software; (c) Proficient in computer programming and operation of MS Access; (d) Competent in operation of MicroStation (preferable); and (e) Physically fit for outdoor work
Duties	(a) Enhancing Divisional Homepage; (b) Enhancing computer inventory database; and (c) Site checking and updating of traffic aids inventory (outdoor work required).

Job Title	Ref. 018 - Summer Intern (TOK)
No. of vacancy	4
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Hand on skill of MS Office; Imaging software and web page editing software; (c) Familiar with public transport system; and (d) Knowledge of GIS and geospatial application is preferred.
Duties	(a) PT services and PTI inventory up-keeping; (b) Planning and familiarization of GMB network in Kowloon; (c) To assist in analysis of the accuracy of spatial data of Franchised Bus, GMB, Resident Service, Cross boundary coach service under TOK purview in TIS; (d) To assist to amend and update the spatial data and textual record; (e) To update the complaint record in Kowloon; (f) To update the restricted/prohibited zones inventory in Kowloon; and (g) To update division homepage. Note: Outdoor work is required.

Job Title	Ref. 019 - Summer Intern (TONT 1)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; and (b) Competent in Microsoft Word and Microsoft Excel.
Duties	(a) To input and carry out statistical analysis on cross boundary transport data; and (b) To carry out analysis on findings of transport surveys.

Job Title	Ref. 020 - Summer Intern (TONT 2)
No. of vacancy	3
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Hand on skill of MS Excel, Imaging software; and (c) Knowledge of GIS and geospatial application is preferred.
Duties	(a) To assist in analysis of the accuracy of spatial data of Franchised Bus, GMB, Resident Service, Cross boundary coach service, Kaito and public pier/landing steps under TONT purview in TIS; and (b) Assist to amend and update the spatial data and textual record when necessary.

Job Title	Ref. 021 - Summer Intern (TENTW)
No. of vacancy	3
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Knowledge and experience in handling the software of Microstation and Microsoft Office Application is preferable.
Duties	To assist in - (a) update and enhance our divisional homepage; (b) review of provision of parking spaces for bicycles and motor-cycles in NTW region; (c) update the inventory record for parking spaces, speed limit, no stopping restriction, vehicle prohibition etc.; (d) review of provision of disabled facilities in the PTIs in NTW region; (e) to identify and replace the obsolete traffic sign such as TS 2105 & 2106 and also rectify the colour of the sign post of TS 2139; and (f) convert hard copy records into soft format to facilitate searching and storage.

Job Title	Ref. 022 - Summer Intern (TFMS)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Have knowledge in Access and Excel software application.
Duties	(a) To vet the monthly reports submitted by TD's car park, parking meter and escalator contractors against the requirements in the contracts; (b) To enhance the database on car park and parking meter operation; and (c) To assist in the office administration.

Job Title	Ref. 023 - Summer Intern (TIMS)
No. of vacancy	1
Entry Requirements	Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent.
Duties	Updating of the Incident Management System, data input of the daily incident log sheets to TIS, etc.

Job Title	Ref. 024 - Summer Intern (TTMS)
No. of vacancy	2
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Must acquire proficient knowledge of computer software, especially MS ACCESS, EXCEL; and (c) Preferably with knowledge of statistics.
Duties	(a) To develop simple database for compiling tunnel accident figures for all government tunnels; (b) To upgrade existing tunnel statistics database in MS ACCESS to include additional tunnel operational data (i.e. autotoll figures, toll ticket); (c) To conduct analysis for reviewing the high wind management measures in Tsing Ma Control Area (TMCA); and (d) To develop a statistics database for analysis of wind data and the benchmark of wind speeds.

Job Title	Ref. 025 - Summer Intern (Ferry/DTT/FPD)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Knowledge in computer application, e.g. Microsoft Word, Excel, PowerPoint, Chinese inputting method (i.e. 倉頡 或 簡易), production of homepage.
Duties	**Ferry Team Related Duties** (a) To help set up database of patronage information of ferry services; (b) To help update operating characteristics of licensed ferry services; (c) To help update database for assessment of financial performance of ferry operators; and (d) To update, compile and review databases and various inventories (vessels, piers, tenancy agreements) relating to ferry. **Disabled Transport Team Related Duties** (a) To update, compile and review databases and various inventories for Rehabus; (b) To assist in designing and re-formatting the record layout of the disabled parking spaces distribution shown in TD website; and (c) To help in updating various inventories for PTIs and disabled traffic facilities. Note: May be required to perform outdoor duties.

Job Title	Ref. 026 - Summer Intern (PLB/FPD)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Preferably conversant with MS Office software packages (Word, Excel and Access), knowledge of publication and research method.
Duties	(a) To assist with the publication of Public Light Bus (PLB) Newsletter; (b) To assist with the preparation work of surveys; (c) To update the complaint/Green Minibus fare/ financial/other PLB related databases; (d) To compile/vet data for ad-hoc assignments; and (e) To set up programme for processing routine data information. Note: Outdoor work may be required.

Job Title	Ref. 027 - Summer Intern (TT/FPD)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Proficiency in MS Access and MS Excel.
Duties	Database management, maintenance and development for taxi team.

Job Title	Ref. 028 - Summer Intern (VSSD 1)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Experience to design questionnaire and conduct customer survey independently.
Duties	Design and conduct a customer survey about the customer need on vehicle examination services.

Job Title	Ref. 029 - Summer Intern (VSSD 2)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Have sound knowledge in computer software application (MS Access, Excel and MS Word); and (c) Familiar with Visual Basic programming.
Duties	To develop a computer program for management of village vehicle inspection record and photograph.

Job Title	Ref. 030 - Summer Intern (VSSD 3)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Applicant should have a good PC skills esp. in MS Word, Excel & PowerPoint and fast Chinese word processing.
Duties	To convert the training materials from existing hardcopy version to electronic version.

Job Title	Ref. 031 - Summer Intern (TTSD 1)
No. of vacancy	6
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Competent in Microstation, ESRI ArcInfo v9.x, Linear Referencing Methodology, Network Analyst, Client Server and MS Access; (c) Preferably with experience in Transport Engineering, GIS application development and Visual Basic programming; and (d) Have knowledge in road network or public transport data maintenance is an advantage.
Duties	(a) Input and checking of GIS Intelligent Road Network (IRN) traffic and transport data; and (b) Verification of routing algorithm.

Job Title	Ref. 032 - Summer Intern (TTSD 2)
No. of vacancy	2
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Competent in Microstation, ESRI ArcInfo v9.x, Linear Referencing Methodology, Network Analyst, Client Server and MS Access; (c) Preferably with experience in Transport Engineering, GIS application development and Visual Basic programming; and (d) Have knowledge in road network or public transport data maintenance is an advantage.
Duties	(a) Testing and support on public transport enquiry systems; and (b) Preparation of public transport data.

Job Title	Ref. 033 - Summer Intern (TTSD 3)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Preferably with knowledge in MS Access and Oracle; and (c) Preferably with work experience in SQL programming and Visual Basic programming.

Duties	(a) Preparation of computer inventory for Transport Information System; and
	(b) Organize training manuals and project documents, works request form, projects and general amendment.

Job Title	Ref. 034 - Summer Intern (TTSD 4)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent;
	(b) Preferably with knowledge in MS Access and Oracle; and
	(c) Preferably with work experience in SQL programming and Visual Basic programming.
Duties	(a) Assist in User Management (UM) administration work for Transport Information System; and
	(b) Assist testing of interface with ICC and XPMS.

Job Title	Ref. 035 - Summer Intern (TTSD 5)
No. of vacancy	1
Entry Requirements	(a) Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and
	(b) Preferably with knowledge in MS Access.
Duties	Assist the Driving Route Search Service (DRSS) project in the following aspects: (a) Take part as an user in the user acceptance test (UAT); (b) Verify the correctness and accuracy of the proposed driving routes; (c) Handle enquiries from other users related to the UAT; (d) Check the returns and compile the results of the UAT; (e) Participate in car survey to verify the estimated journey time provided by DRSS; and (f) Prepare materials for publicity and promotion.

Job Title	Ref. 036 - Summer Intern (TTSD 6)
No. of vacancy	2
Entry Requirements	(a) Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Preferably with knowledge in MS Access, MySQL and PHP; and (c) Preferably with work experience in SQL and PHP programming.
Duties	(a) Develop electronic-based inventory systems for computer, furniture and other general inventory for TTSD in Immigration Tower office and China Resources Building office; and (b) Assist in annual inventory check for TTSD in Immigration Tower office and China Resources Building office.

Job Title	Ref. 037 - Summer Intern (SRD)
No. of vacancy	2
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010; and (b) Preferably capable of using "Visual Basic, Microsoft Access or Arc View" programming.
Duties	(a) To assist in the enhancement of computer programmes: Parking Demand Model and Base District Traffic Model; and (b) To assist in updating the record of the TIS-Parking.

Job Title	Ref. 038 - Summer Intern (VIRU)
No. of vacancy	1
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Proficiency in using MS Office Access, Excel and Word.
Duties	To assist in – (a) Building up and updating database on legal advice obtained on a particular subject; (b) Updating the internal instruction and guideline on a particular subject; and (c) Categorizing and cataloguing project documents of system enhancement.

Job Title	Ref. 039 - Summer Intern (VRMU)
No. of vacancy	1
Entry Requirements	(a) Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; (b) Proficiency in using Excel/Access, Word, PowerPoint, Acrobat and Scanner; and (c) Proficiency in spoken Cantonese and English, and in written Chinese and English.
Duties	To assist in − (a) conducting a language research into trendy expressions in Hong Kong; (b) building up/updating of databases on auction-related matters (e.g. cataloging the legal advice, data preparation and statistical summary of the overseas findings); and (c) handling any other general matters on registration marks.

Job Title	Ref. 040 - Summer Intern (LU 1)
No. of vacancy	11
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Can speak Mandarin will be an advantage.
Duties	(a) To conduct Public Opinion Survey and Waiting Time Survey at Licensing Offices; and (b) To edit and code the completed questionnaires.

Job Title	Ref. 041 - Summer Intern (LU 2)
No. of vacancy	2
Entry Requirements	(a) Final Year students who will complete their programmes in the summer of 2010 or Students who will be in Year 2 in 2009-10 and will complete their programmes in the summer of 2011 or henceforth, or equivalent; and (b) Can master SAS and Visual FoxPro programmes.
Duties	(a) To conduct Public Opinion Survey and Waiting Time Survey at Licensing Offices; (b) To edit and code the completed questionnaires; and (c) To compile data by using computer software such as SAS and Visual FoxPro.

Salary:	HK$7,000 per month
Terms:	Successful interns will be engaged on non-civil service contract terms for a period of not more than eight weeks. Except otherwise provided, the rest day, statutory holiday, general holidays, paid leave, sickness days and sickness allowance are generally in line with those provided for under the Employment Ordinance (Cap.57).
Enquiry Address:	Personnel Registry, Transport Department, 41/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Enquiry Telephone:	2294 2560
General Notes:	(a) 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 post in the civil service. (b) Candidates appointed must be permanent residents of the Hong Kong Special Administrative Region unless specified otherwise. (c) The 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. (d) 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 any further shortlisting criteria. (e) 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.
Closing Date:	10 June 2009 (5:00 p.m. Hong Kong time)
How to apply:	(a) Students studying in <u>local</u> post-secondary institutions should apply through the Student Affairs Offices/Career Centres of their respective institution. (b) Students studying in <u>non-local</u> post-secondary institutions should download the application form from the website of the Civil Service Bureau (http://www.csb.gov.hk/english/admin/appoint/782.html). Completed application form should be posted or fax (Fax no.: 2511-6545) to the above enquiry address. (c) **The job title concerned should be clearly marked in the application form.** (d) An applicant of the internship programme can apply for **one** post only. (e) Late applications will **not** be considered.