

部門：	民航處
(1) 職位名稱	暑期實習生(航班事務部航班事務組)
入職條件：	(a) 主修資訊科技/電腦程式編製； (b) 能以微軟 Access 設計及建立切合特定需要的資料庫； (c) 熟悉微軟 Office ；以及 (d) 中、英文講寫能力俱佳。
職責：	使用微軟 Access 設計及建立有關國際民航組織及亞太經合組織往來文件、香港特別行政區空運牌照局牌照、以及國際民航組織航空運輸匯報表的資料庫。
工作地點：	金鐘
(2) 職位名稱	暑期實習生(航班事務部技術行政組)
入職條件：	(a) 主修航空/資訊科技；以及 (b) 懂得使用微軟 Excel 。
職責：	協助匯編航空交通統計資料。
工作地點：	金鐘
(3) 職位名稱	暑期實習生(航空交通管理部)
入職條件：	(a) 主修計算機科學／計算機工程或主修其他工程學科／工商管理並副修計算機科學／計算機工程／資訊科技； (b) 熟識電腦程式編製和數據庫管理；以及 (c) 能操流利英語及粵語和書寫暢順中、英文。
職責：	在以下方面提供協助： (a) 為特定項目編製電腦程式，例如電子化培訓匯報系統、班房預訂系統； (b) 開發和提升相關數據儲存庫及現行的職員管理系統，以配合數據處理標準化和匯報的目的；以及 (c) 運用不同數據處理軟件／系統(例如微軟 Excel 及／或微軟 Access)轉換和輸入數據。
工作地點：	大嶼山
(4) 職位名稱	暑期實習生(飛行標準及適航部適航標準組 1)
入職條件：	(a) 主修航空或相關工程學科； (b) 熱衷航空；以及 (c) 對問卷設計、數據收集、分析及作業研究具備足夠的知識。
職責：	通過了解適航標準組的工作範圍，從而設計客戶滿意程度問卷，以簡化程序。
工作地點：	大嶼山

(5) 職位名稱	暑期實習生(飛行標準及適航部適航標準組 2)
入職條件：	(a) 主修統計／數學／工商管理／計算機科學； (b) 熱衷航空；以及 (c) 對數據庫設計及管理具備足夠的知識。
職責：	審視日常報告並提供有用的建議，以開發有關非常規飛機活動的數據庫。
工作地點：	大嶼山
(6) 職位名稱	暑期實習生(機場安全標準部機場及安全監察組)
入職條件：	(a) 主修物流或相關範疇；以及 (b) 懂得使用微軟 Word 及 Excel。
職責：	聯繫航空貨運業界、匯編統計數據及撰寫報告。
工作地點：	大嶼山
(7) 職位名稱	暑期實習生(機場安全標準部保安組)
入職條件：	(a) 主修工程／管理學科； (b) 具備基本電腦應用技能，包括微軟 Office；以及 (c) 具備安全管理系統及質素控制系統的知識。
職責：	在以下方面提供協助： (a) 航空保安質素控制周年摘要報告的自動化； (b) 在質素控制數據庫系統，發展用於事件調查的基本原因分析程序； (c) 處理數據庫系統的電子數據；以及 (d) 進行統計分析。
工作地點：	大嶼山
薪酬：	每月 7,700 元
聘用條款：	暑期實習生按非公務員合約條款聘用，一般每周工作 44 小時，包括用膳時間。可享有休息日、法定假日、有薪假期和病假日。在適用情況下，《強制性公積金計劃條例》(第 485 章)的規定適用於暑期實習生。
福利：	受聘人在符合《僱傭條例》(第 57 章)規定的適當情況下，可享有休息日、法定假日、公眾假期、病假日。《強制性公積金計劃條例》(第 485 章)的規定適用於暑期實習生。
查詢地址：	香港國際機場一號客運大樓 6T064 室民航處機場秘書。
查詢電話：	2182 2521
附註：	(a) 除另有指明外，獲聘的暑期實習生必須是香港特別行政區永久性居民。 (b) 作為提供平等就業機會的僱主，政府致力消除在就業方面的歧視。所有符合基本入職條件的人士，不論其殘疾、性別、婚姻狀況、懷孕、年齡、家庭崗位、性傾向和種族，均可申請本欄內的職位。 (c) 暑期實習職位並不是公務員編制內的職位。應徵者如獲聘用，將不會

	<p>按公務員聘用條款和服務條件聘用。獲聘的應徵者並非公務員，並不會享有獲調派、晉升或轉職至公務員職位的資格。</p> <p>(d) 津貼金額、聘用條款及服務條件應以獲聘時之規定為準。</p> <p>(e) 如果符合訂明入職條件的應徵者人數眾多，招聘部門可以訂立篩選準則，甄選條件較佳的應徵者，以便進一步處理。在此情況下，只有獲篩選的應徵者會獲邀參加招聘考試／面試。</p> <p>(f) 政府的政策，是盡可能安排殘疾人士擔任適合的職位。殘疾人士申請職位，如其符合入職條件，毋須再經篩選，便會獲邀參加面試及／或筆試。</p>
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Department	Civil Aviation Department
(1) Job Title	Summer Intern (ASD / AS)
Entry Requirements:	<p>(a) Major in Information Technology / Software Programming;</p> <p>(b) Capable of designing and creating customized databases using Microsoft 'Access' software;</p> <p>(c) Excellent command in Microsoft 'Office'; and</p> <p>(d) Good command in written and spoken English/Chinese.</p>
Duties :	To design and create Microsoft 'Access' databases for ICAO & APEC correspondences; ATLA License; and ICAO Air Transport Reporting Forms.
Office Venue:	Queensway
(2) Job Title	Summer Intern (ASD / TA)
Entry Requirements:	<p>(a) Major in Aviation / Information Technology; and</p> <p>(b) Knowledge of using Microsoft 'Excel'.</p>
Duties :	To assist in the compilation of air traffic statistics.
Office Venue:	Queensway
(3) Job Title	Summer Intern (ATMD)
Entry Requirements:	<p>(a) Major in Computer Science / Computer Engineering; or Major in other Engineering disciplines / Business Administration and minor in Computer Science / Computer Engineering / Information System;</p> <p>(b) Conversant with computer programming and database management using relevant softwares and computer programmes; and</p> <p>(c) Good command in spoken and written English and Chinese.</p>
Duties :	To provide assistance in the following aspects :
	<p>(a) Development of computer programmes for specific projects, e.g. electronic training reporting system, classroom booking system;</p> <p>(b) Development and enhancement of the relevant data storage banks and existing staff management system to facilitate standardization</p>

	and management reporting purposes; and (c) Data conversion and input using different data processing softwares / systems, such as MS Excel and / or MS Access.
Office Venue:	Lantau
(4) Job Title	Summer Intern (FSAD / AWO 1)
Entry Requirements:	(a) Major in Aeronautical or related Engineering discipline; (b) Enthusiasm in aviation; and (c) Adequate knowledge of questionnaire design, data collection, analysis and operation research.
Duties :	To understand scope of work of Airworthiness Office and design customer satisfaction questionnaire with a view to streamlining procedures.
Office Venue:	Lantau
(5) Job Title	Summer Intern (FSAD / AWO2)
Entry Requirements:	(a) Major in Statistics / Mathematics / Business Administration / Computer Science; (b) Enthusiasm in aviation; and (c) Adequate knowledge of database design and management.
Duties :	To scan daily reports and provide useful suggestions for the development of database on non-routine aircraft activities.
Office Venue:	Lantau
(6) Job Title	Summer Intern (APSD / A&SR)
Entry Requirements:	(a) Major in Logistics or related field; and (b) Knowledge of using Microsoft 'Word' and 'Excel'.
Duties :	To liaise with the air freight forwarding industry, compile statistics and prepare reports.
Office Venue:	Lantau
(7) Job Title	Summer Intern (APSD / S)
Entry Requirements:	(a) Major in Engineering / Management disciplines; (b) Possess basic computer skills including the use of Microsoft Office; and (c) Possess the knowledge of safety management system and quality control system.
Duties :	To provide assistance in the following aspects :
	(a) Automation of aviation security quality control annual summary report; (b) Development of root cause analysis process for incident investigations in the quality control database system; (c) Processing of electronic data in database system; and

	(d) Performing statistics analysis.
Office Venue:	Lantau
Allowance :	\$7,700 per month
Terms of Appointment :	Summer interns are engaged under non-civil service appointment. They are normally required to work 44 hours per week, inclusive of meal breaks.
Fringe Benefits :	Rest day, statutory holidays, general holidays, sickness days, where appropriate, will be granted to successful candidates in line with the provisions in the Employment Ordinance (Cap. 57). They are subject to the Mandatory Provident Fund Scheme Ordinance (Cap. 485).
Enquiry Address :	Airport Secretary, Civil Aviation Department, Room 6T064, Terminal 1, Hong Kong International Airport.
Enquiry Telephone :	2182 2521
General Notes :	<p>(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</p> <p>(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.</p> <p>(c) Summer interns 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>(d) The allowance payable, 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>(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 for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.</p> <p>(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/written examination without being subject to any further shortlisting criteria.</p>