

# EDUCATION BUREAU 教育局

## Post-Secondary Student Summer Internship Programme 2021 專上學生暑期實習計劃 2021

### Post Title : Summer Intern (Native-Speaking English Teacher)

職位名稱：暑期實習生(外籍英語教師)

**Section 組別：** Native-Speaking English Teacher (NET) Section / Curriculum Development Institute  
外籍英語教師組/課程發展處

### General Requirements 入職條件：

Applicants should 申請人須 -

- (a) be permanent residents of Hong Kong Special Administrative Region;  
是香港特別行政區永久性居民；
- (b) be full-time students of post-secondary institutions (except final year graduates);  
是專上院校全日制學生（應屆畢業生除外）；
- (c) studying English Language and/or Information Technology related subjects;  
正修讀與英國語文及／或資訊科技有關的課程；
- (d) possess good knowledge in computer applications (including Chinese input method);  
and 具備良好的電腦應用知識（包括中文輸入法）；以及
- (e) be able to speak fluent Cantonese and English.  
能操流利粵語及英語。

### Duties 職責：

To provide administrative support to 為以下項目提供行政支援：

- (a) the update and verification of records in the library system ;  
為圖書管理系統更新及驗證記錄；
- (b) the development and testing of e-learning resources, e.g. web-based resource platform, e-Platform;  
發展及測試電子學習資源，例如電子書平台，電子資源分享平台；
- (c) professional development programmes for teachers, including NETs ; and  
為教師（包括外籍英語教師）而開辦的專業發展計劃；以及
- (d) the daily operation of the Section, e.g. year-end stock-taking.  
本組日常運作，例如年終盤點。

### Place of Work 工作地點：

11/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories  
新界荃灣青山公路 174-208 號荃灣多層停車場大廈十一樓

**Employment Period 聘用期：** Mid-June – mid-August 2021 (2021 年 6 月中至 8 月中)

**Allowance：** \$10,500 per month

**津貼：** 每月 10,500 元

**Terms of Appointment:** Successful interns will be engaged on non-civil service contract terms for a period of not more than three months.

**聘用條款:** 獲取錄的暑期實習生會按非公務員合約條款聘用，聘用期不超過三個月。

**Fringe Benefits:**

Rest days, statutory holidays (or substituted holidays), sick leave, sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance.

**福利:** 根據《僱傭條例》的規定，按適當情況，可享有休息日、法定假日(或代替假日)、病假日及疾病津貼。

**How to Apply 申請手續 :**

1. Hong Kong students studying in local post-secondary institutions or in non-local post-secondary institutions should complete the application form and send to the address below on or before the closing date (according to postmark).

就讀於本地專上院校的學生或在海外專上院校就讀的學生，須填妥申請表格並於截止日期或之前遞交下列地址(郵寄的申請表，以香港郵戳為準)。

2. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

為避免郵件過期或未能成功派遞，在投寄前請確保信封面已清楚寫上正確地址及已貼上足夠郵資。所有郵資不足的郵件將不會派遞至本局，並會由香港郵政按情況退還寄件人或銷毀。申請人須自行承擔因未有支付足夠郵資而引致的任何後果。

**Address 地址:**

Native-speaking English Teacher Section, Curriculum Development Institute, Education Bureau, Room 1120, 11/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories

新界荃灣青山公路 174-208 號荃灣多層停車場大廈十一樓 1120 室  
教育局課程發展處外籍英語教師組

**Enquiries Tel. 查詢電話 :** 3549 8331

**Closing Date 截止申請日期 :** 1 April 2021 (2021 年 4 月 1 日)

**Interview :** Interviews will normally be conducted in May 2021. Applicants may assume that their applications are unsuccessful if they have not been invited for interview by early June 2021.

**面試 :** 面試大約在 2021 年 5 月安排。申請人如在 2021 年 6 月初前仍未接到面試通知，則可視作經已落選。