

**Fire Services Department**  
**(Post-Secondary Student Summer Internship Programme 2025)**

**Summer Intern (Personnel)**

**(Salary: HK\$11,200 per month)**

**Section / Branch:**

Personnel Registry / Administration Branch

**Entry Requirements:**

Candidates should –

- (1) be permanent residents of the Hong Kong Special Administrative Region;
- (2) be full-time Year 2 or above students currently studying in accredited degree programmes in any disciplines offered by local / non-local post-secondary institutions;
- (3) not be studying in the final year of study;
- (4) have attained Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent (see Note 1); and
- (5) have good office computer skills, including Microsoft Word and Excel.

Note 1: For appointment purpose, ‘Grade C’ and ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to ‘Level 3’ and ‘Level 2’ respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Note 2: Candidates having knowledge of database programming will be an advantage.

**Duties and Responsibilities:**

- (1) To assist the Personnel Registry of the Fire Services Department in handling personnel matters, such as work injury cases, employees’ compensation claims, termination of service and disciplinary cases;
- (2) To assist in optimising the work processes pertaining to various personnel and administrative matters; and
- (3) To perform any other duties as assigned by senior officers.

**Work Location:**

Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

**Period of Employment:**

Two months within late June to August 2025

**Terms of Appointment:**

Selected candidates will be appointed on non-civil service terms. Summer Interns are normally required to work 44 hours per week from Monday to Friday, inclusive of meal breaks. Rest days, statutory holidays, paid leave and sickness days, where appropriate, will be granted in line with the provisions under the Employment Ordinance (Cap. 57) and the contract terms. They are subject to Mandatory Provident Fund Scheme Ordinance (Cap. 485).

**How to Apply:**

- (1) Applicants should download the Application Form (in Microsoft Word format) from the Fire Services Department's website (<https://www.hkfsd.gov.hk/eng/recruitment/vacancy/index.html>) and submit the following documents to **fsd\_recruit@hkfsd.gov.hk** by email by the closing date of application:
  - (a) completed Application Form (in Microsoft Word format); and
  - (b) copies of **official** transcripts of studies issued by post-secondary institutions; and
  - (c) copies of academic certificates, such as certificates of the HKDSEE, the HKCEE, the Hong Kong Advanced Level Examination and other public language examinations (e.g. TOEFL, IELTS, GCE and GCSE etc.), showing the results achieved in English and Chinese languages in such examinations.

Please mark the email subject with "Application for Summer Intern (Personnel)". **If candidates fail to provide the above documents by email, their applications will not be considered.**

- (2) **All applications must be submitted in accordance with the aforesaid method. Applications not made in the prescribed form or which are incomplete or late will not be considered.**
- (3) Candidates who are selected for interview will normally receive an invitation in about four to eight weeks from the closing date of application. The selection interview will be held in mid-May 2025 tentatively. As invitation will be sent to applicants by email, applicants should provide an accurate email address in their application forms and check their emails to see if they receive an invitation. Those who are not invited for interview may assume their applications unsuccessful.

**Enquiry Address and Telephone No.:**

Appointments Registry, Fire Services Department, 8/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon  
(Enquiry Tel. No.: 2733 5837)

**Closing Date of Application: 1 April 2025**

## **General Notes:**

- (a) 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.
- (b) 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.
- (c) The 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.
- (d) 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 interview.
- (e) 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 interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet "*Employ People Based on Their Abilities - Application for Government Jobs by Persons with Disabilities*" which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under "Administration of the Civil Service - Appointments".