

Post-Secondary Student Summer Internship Programme 2024

Salary: HK\$11,200 per month

Vacancies of summer intern are now available in the Department of Health. For details, please refer to the Appendix.

General Requirements:

Candidates must be permanent residents of Hong Kong Special Administrative Region currently enrolled in full-time courses of local or overseas post-secondary institutions.

Period of Internship: Around 8 weeks, starting from June / July 2024.

Terms & Conditions of Appointment:

Interns are normally required to work 44 hours per week, inclusive of meal breaks. Except otherwise provided in the appointment letter, rest days, statutory holidays (or substituted holidays), maternity / paternity leave, where appropriate, will be granted mainly in line with the provisions of the Employment Ordinance.

How to Apply:

- (a) All candidates should send **by post** the completed “Application Form for Post-Secondary Student Summer Internship Programme in the Government of the Hong Kong Special Administrative Region” which can be downloaded from the website of the Civil Service Bureau (<http://www.csb.gov.hk/english/admin/appoint/782.html>), together with copies of relevant certificates and academic transcripts to the enquiry address indicated below on or before the specified closing date for application (the postmark date on the envelope will be regarded as the date of submission of application). Applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post. Please do not send originals of academic transcripts or graduation certificates.
- (b) **The position title should be clearly marked** in the application form and on the envelope.
- (c) Applicants applying for different posts should submit separate applications.
- (d) Applicants are required to clearly state the contact details, including local address, local contact telephone number and e-mail address.
- (e) Applications not made in the prescribed form, submitted by fax or email, or which are incomplete, late or not duly signed by the candidates will not be considered.
- (f) Applicants who are selected for written examination / interview will normally receive an invitation (by post and / or email) about 6 to 8 weeks from the closing date for application. Those who are not invited for written examination / interview may assume that their applications are unsuccessful.

Enquiry Address and Telephone Number:

Appointments Section, Department of Health, Room 1807, 18/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong. (Telephone number: 2961 8452)

Closing Date for Application: 25 April 2024

General Notes:

- (a) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all candidates 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 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.
- (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 recruitment examination and / or interview.
- (e) The period of notification of recruitment examination and / or interview may be longer when a large number of applications are received or when there are other complications requiring a longer processing time for the applications.
- (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.
- (g) 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. They should submit copies of their official transcripts and certificates by mail to the enquiry address indicated.
- (h) Non-civil service vacancies information contained in this column is also available on the “GovHK” on the Internet at <https://www.gov.hk>.

(1) Summer Intern (Boards and Councils Office)

Entry Requirements:

- Post-secondary students majoring in Public Administration / Business Administration / English Language / Chinese Language / Translation / Management / Marketing / Economics / Finance / Accounting / Global Business / Statistics / Law / Information Technology;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, Visual FoxPro, etc.);
- Be familiar with Chinese and English word processing;
- Be familiar with database administration;
- Have good command of Chinese and English;
- Preferably have part-time or full-time working experience in office setting; and
- Be conscientious, courteous and meticulous.

Duties:

- To provide administrative support to various Secretariats and the Central Registration Office;
- To assist in production of Newsletter and Annual Report;
- To provide administrative support in handling complaints and disciplinary procedures against healthcare professionals, including vetting the complaints, drafting simple correspondences, managing files and records, updating the computer registry and the related statistics, etc.;
- To assist in the registration processes for various healthcare professionals;
- To assist in compilation of statistical reports;
- To assist in the database update of licensing examinations;
- To assist in research on licensing examinations for healthcare professionals;
- To assist in research on and compilation of information on continuing education of healthcare professionals; and
- To assist the database update of the Human Reproductive Technology Activities Information System.

(2) Summer Intern (Child Assessment Service – Position I)

Entry Requirements:

- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.) as well as Chinese and English word processing skills;
- Preferably be proficient in professional Adobe Acrobat, video / photo editing software, Photoshop, Flash and / or HTML;
- Preferably have previous experience in photography and video / photo editing, multimedia production; and
- Have good command of Chinese and English.

Duties:

- To assist in designing various non-clinical forms and resource folders to be provided to the general public;
- To assist in organising the staff library of Child Assessment Centre;
- To assist in managing and updating the inventory system of Child Assessment Centre; and
- To assist in implementing various health education projects.

(3) Summer Intern (Child Assessment Service – Position II)

Entry Requirements:

- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.);
- Be familiar with Chinese and English word processing skills;
- Preferably be proficient in professional Adobe Acrobat, video / photo editing software, Photoshop, Flash and / or HTML;
- Preferably have previous experience in photography and video / photo editing, or multimedia production; and
- Have good command of Chinese and English.

Duties:

- To assist in implementing various health education projects; and
- To assist in managing and updating the assessment tools user register.

(4) Summer Intern (Child Assessment Service – Position III)

Entry Requirements:

- Post-secondary students majoring in Psychology;
- Preferably students who have completed their second year of study by May 2024;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.);
- Be familiar with Chinese and English word processing skills;
- Preferably proficient in application of Statistical Product and Service Solutions (SPSS); and
- Have good command of Chinese and English.

Duties:

- To assist in handling the essential work of clinical psychologists in relation to inventory check, training manual and materials, assessment tool materials, health education resources, psychological research projects, etc..

(5) Summer Intern (Communicable Disease Branch – Position I)

Entry Requirements:

- Post-secondary students majoring in Bioinformatics / Biomedical Sciences / Data Science / Epidemiology and Biostatistics / Global Health / Health Science / Medical Studies / Medicine / Nursing / Pharmacy / Public Health / Statistics, or equivalent;
- Preferably have completed the second year of study;
- Be proficient in Chinese and English word processing;
- Be proficient in internet research;
- Have basic knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.); and
- Have good command of Chinese and English.

Duties:

Communicable Disease Information System

- To assist in database management and data validation in Communicable Disease Information System;
- To assist in surveillance activities and data analysis; and
- To provide administrative support to Communicable Disease Information System Section.

(6) Summer Intern (Communicable Disease Branch – Position II)

Entry Requirements:

- Post-secondary students majoring in Public Health / Medicine / Medical Studies / Nursing / Pharmacy / Computer Science / Biomedical Engineering;
- Preferably have completed the second year of study;
- Have basic knowledge in computer operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, Visual FoxPro, etc.);
- Be familiar with Chinese and English word processing;
- Preferably possess knowledge of database or statistical software (e.g. MS Access, SAS, R and, Stata);
- Have good command of Chinese and English; and
- Preferably have work experience in data entry and database management.

Duties:

Epidemiology Division

- To input data to computerised information system;
- To assist in database management and validation;
- To assist in analysis of research data;
- To participate in records management related work; and
- To provide administrative support to the subject officer of the research project.

(7) Summer Intern (Communicable Disease Branch – Position III)

Entry Requirements:

- Post-secondary students majoring in Public Health / Epidemiology and Biostatistics / Medical Studies / Medicine / Health Science / Social Science/ Computer Science / Statistics, or equivalent;
- Preferably have completed three to five years of study;
- Be proficient in Microsoft Office (Word, Excel);
- Be proficient in speaking and typing Chinese and English;
- Be proficient in web online research; and
- Have good command of Chinese and English.

Duties:

Respiratory Disease Section

- To assist in monitoring the global situation of respiratory infectious disease with public health significance through accessing websites of the World Health Organization and overseas health authorities;
- To assist with compilation of global statistics and analysis of surveillance data; and
- To assist in production of reports.

(8) Summer Intern (Communicable Disease Branch – Position IV)

Entry Requirements:

- Post-secondary students majoring in Health Science / Medical-related subjects / Mathematics / Computer Science / Statistics / Life Science;
- Have basic computer knowledge (e.g. MS Word, Excel, PowerPoint and Access, etc.);
- Be familiar with Chinese and English word processing;
- Preferably be familiar with database management software (e.g. MS Access and Excel);
- Have good command of Chinese and English;
- Preferably have work experience in surveys (including data collection, entry and validation); and
- Have experience in database management would be a merit.

Duties:

Vaccine Preventable Disease Section

- To assist in monitoring the latest development and global situation of vaccine preventable diseases and vaccines (e.g. COVID-19 vaccines);
- To assist in compilation of statistics, analysis of surveillance data; database management and validation;
- To assist in collection, input and validation of survey data;
- To assist in production of reports;
- To provide administrative support; and
- To assist in other relevant tasks as assigned by the subject officer.

(9) Summer Intern (Chinese Medicine Regulatory Office – Position I)

Entry Requirements:

- Post-secondary students majoring in English Language, Chinese Language, Translation, History, Business Administration (Management or Marketing), Public Administration;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.);
- Be familiar with Chinese and English word processing;
- Have good command of Chinese and English;
- Preferably have part-time or full-time working experience in office setting; and
- Be conscientious, courteous and meticulous.

Duties:

Government Chinese Medicines Testing Institute

- To assist in compilation of PowerPoints for GCMTI works project;
- To assist in arranging various meetings of GCMTI works project;
- To assist in conducting market research for preparation of procurement for various services of the GCMTI; and
- To provide administrative and records management support to the GCMTI works project.

(10) Summer Intern (Chinese Medicine Regulatory Office – Position II)

Entry Requirements:

- Post-secondary students majoring in English Language, Chinese Language, Translation, History, Business Administration (Management or Marketing), Public Administration;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.);
- Be familiar with Chinese and English word processing;
- Have good command of Chinese and English;
- Preferably have part-time or full-time working experience in office setting; and
- Be conscientious, courteous and meticulous.

Duties:

Chinese Medicines Information & Research Division

- To assist in arranging various meetings and activities of CMIRD;
- To assist in conducting market research for preparation of procurement for various services of CMIRD; and
- To provide daily support of administrative and records management work to CMIRD.

(11) Summer Intern (Chinese Medicine Regulatory Office – Position III)

Entry Requirements:

- Post-secondary students majoring in Graphic Design / Exhibition Design / Illustration / Digital media or related subjects;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, PowerPoint, etc.);
- Be proficient in Adobe Acrobat Pro, Adobe Photoshop, Adobe Illustrator, Premiere Pro, After effects and video editing software;
- Preferably have knowledge in 3D software (e.g. Blender, etc.)
- Have good command of Chinese and English;
- Preferably have part-time or full-time working experience in photo and video editing, digital video and sound production, digital animation, 3D animation, etc.; and
- Be conscientious, courteous and meticulous.

Duties:

Government Chinese Medicines Testing Institute

- To assist in designing and producing items /materials, including video footage, graphic materials, 2D and 3D animation for GCMTI and Chinese medicines-related promotion activities; and
- To assist in taking and editing photos and videos for education purpose.

(12) Summer Intern (Chinese Medicine Regulatory Office – Position IV)

Entry Requirements:

- Post-secondary students majoring in Pharmacy in Chinese Medicine, Chinese Medicine, Pharmacy, Biology or Plant Science;
- Preferably have completed the second year of study;
- Have basic knowledge in Chinese medicines or plants;
- Be proficient in spreadsheet software (e.g. MS Excel);
- Be familiar with photography;
- Have good command of Chinese and English; and
- Preferably have relevant full-time / part-time work experience in Chinese medicines.

Duties:

Government Chinese Medicines Testing Institute

- To assist in organizing and inventorying Chinese medicines samples;
- To assist in identifying Chinese medicines samples and recording data;
- To assist in preparing and digitizing microscopic slides of Chinese medicines;
- To mount the plant specimens;
- To assist in collecting the CM specimens;
- To prepare the labels and capture digital photographs for the plant and CM specimens according to required format and standard;
- To input the information of plant and CM specimens into database; and
- To sort and pack CM specimens for herbarium repository.

(13) Summer Intern (Drug Office – Position I)

Entry Requirements:

- Post-secondary students majoring in Business Administration / Supplies or Logistics Management / Computing Studies;
- Preferably have completed the second year of study;
- Have basic / good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.);
- Have good Chinese and English writing skills; and
- Preferably have full-time / part-time work experience.

Duties:

Administration Division, Drug Information & Import / Export Control and Clinical Trials & Pharmacovigilance Administration Unit

- To assist in compilation of statistical reports;
- To assist in the review of the stock management of various Stores in Drug Office;
- To assist in streamlining the workflow of administrative functions; and
- To assist in performing general office work on need basis.

(14) Summer Intern (Drug Office – Position II)

Entry Requirements:

- Post-secondary students majoring in Pharmacy;
- Have basic / good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.)
- Have good Chinese and English writing skills; and
- Preferably have full-time / part-time work experience.

Drug Information and Import/ Export Control Division

- Preferably have knowledge in clinical pharmacy, pharmacy law, drug information service or experience in literature review.

Drug Evaluation and Pharmacovigilance Division

- Preferably have knowledge in clinical pharmacy, pharmacy law, drug information service or experience in literature review; and
- Preferably have completed the second year of study for Drug Registration Unit.

Drug Procurement and Clinic Service Division

- Preferably Pharmacy students who have completed at least the first year of study and interested in clinical practice.

Licensing & Compliance Division

- Preferably have knowledge in pharmacy law, drug information service, experience in literature review and good proficiency in English and Chinese.

Duties:

Drug Information and Import/ Export Control Division

- To assist in the promotion of drug safety, including preparation of health announcements to the public etc;
- To assist in monitoring website of overseas drug regulatory authorities for drug safety news, assessing local impact of the news, and disseminating the related information to the public and healthcare professionals;
- To assist in drug data verification;
- To assist in the preparatory work for health education materials; and
- To assist in handling of applications related to import / export licenses for pharmaceutical products.

Drug Evaluation and Pharmacovigilance Division

- To assist in processing of data related to pharmacovigilance;
- To assist in evaluating and processing applications for (a) registration and renewal of pharmaceutical products and (b) change of particulars of registered pharmaceutical products;

- To assist in (a) handling of applications for clinical trials and (b) analysis and handling of computerized data related to clinical trials applications; and
- To assist in maintenance and enrichment of the database of registered pharmaceutical products.

Drug Procurement and Clinic Service Division

- To assist in dispensary in dispensing and pre-packing of pharmaceutical products; and
- To conduct literature search and review.

Licensing & Compliance Division

- To assist in data handling and maintenance relating to drug dealers licensing system;
- To assist in devising and implementing measures to strength control of pharmaceutical supply chain and distribution, and making analysis of relevant codes of practice and guidelines applicable to pharmaceutical trade;
- To assist in development and implementation works relating to the enhance in control of Medical Gas with reference to relevant code of practice, guidance to gas supplier and international guidance; and
- To assist in the consolidation of guidelines and forms for wholesale trader for inclusion in the Pharmacy and Poison Board's publications.

(15) Summer Intern (Health Promotion Branch)

Entry Requirements:

- Post-secondary students majoring in Medicine / Nursing / Public Health / Biomedical Sciences;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.);
- Be familiar with Chinese and English word processing including typing and writing;
- Have good communication skills;
- Preferably have basic knowledge in website design and development;
- Have good command of Cantonese and English; and
- Preferably have one year full-time / part-time working experience in the fields of public health, nursing or administration.

Duties:

Communicable Disease and Risk Communication Division

- To prepare the health education materials related to communicable diseases;
- To handle the public enquiries by emails or telephone; and
- To organise health education activities and manage the website.

(16) Summer Intern (Medical Device Division)

Entry Requirements:

- Post-secondary students majoring in Medicine / Biomedical Engineering / Medical Science / Biotechnology / Chemistry / Biochemistry / Biomedical Sciences / Molecular Biotechnology / Medical Laboratory Science / Nursing / Public Health;
- Preferably have completed the third year of study;
- Be proficient in MS Word, Excel and PowerPoint;
- Be proficient in Chinese and English word processing;
- Preferably have experience in database management software (e.g. MS Access, Excel, SQL, etc.);
- Preferably have experience in multimedia production (e.g. photographic and video editing, digital video and sound production, digital animation, etc.);
- Preferably have experience related to conducting research and data analysis;
- Preferably have basic knowledge in Artificial Intelligence modelling;
- Have good communication skills; and
- Have good command of Chinese and English;

Duties:

- To conduct literature research and prepare reports on particular subjects related to medical devices;
- To assist in designing and producing the publicity and education materials (e.g. poster, leaflets, video, etc.) for specific topics related to medical devices;
- To provide support for the implementation of the Medical Device Administrative Control System (e.g. data entry and / or data analysis and assist in reviewing / updating guidance documents, etc.);
- To provide support in streamlining of business operation and implementation of IT projects; and
- To perform other duties as assigned.

(17) Summer Intern (Office for Regulation of Private Healthcare Facilities)

Entry Requirements:

- Post-secondary students majoring in Medical Studies / Medicine / Nursing / Pharmacy;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.);
- Be familiar with Chinese and English word processing;
- Preferably be familiar with database management software (e.g. MS Access, Excel, SQL, etc.);
- Preferably have work experience in conducting survey (including collection, entry and validation of data);
- Have good command of Chinese and English; and
- Preferably have relevant full-time / part-time work experience in healthcare sector.

Duties:

Licensing Division

- To support in processing licence application for private healthcare facilities;
- To compile statistics of private healthcare facilities; and
- To assist in the enhancement of electronic platform for regulation of private healthcare facilities; and
- To perform other duties as assigned.

(18) Summer Intern (Public Health Nursing Division)

Entry Requirements:

- Post-secondary students majoring in Design / Graphic Design / Visual Arts or related disciplines;
- Preferably have completed the second year of study;
- Have good knowledge in computer operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.);
- Be familiar with Chinese and English word processing;
- Be proficient in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, CorelDraw, etc.; and
- Have good command of Chinese and English.

Duties:

- To assist in designing and producing educational materials; and
- To assist in the graphic design of the publication and teaching materials of the Public Health Nursing Division.

(19) Summer Intern (Programme Management and Vaccination Division – Position I)

Entry Requirements:

- Post-secondary students majoring in Multimedia;
- Preferably have completed the third year of study;
- Be proficient in Macintosh Adobe Illustrator CC, Adobe Photoshop CC and Adobe Indesign CC
- Have knowledge and / or experience in multimedia and development;
- Have good command of writing and speaking in Chinese and English; and
- Preferably have relevant full-time / part-time work experience in multimedia.

Duties:

Government Vaccination Programme Team

- To develop and execute creative concepts and artwork including poster, videos, props and souvenirs;
- Follow up with photo shooting and images retouching;
- Assist in developing other multimedia content (videos, photos) for internal and external promotion and communication on vaccines; and
- To assist in duties related to multimedia.

(20) Summer Intern (Programme Management and Vaccination Division – Position II)

Entry Requirements:

- Post-secondary students majoring in Multimedia / Public Health / Nursing or Medicine;
- Preferably students of Year 1 or above;
- Have knowledge and / or experience in website design and development
- Have basic knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, etc.)
- Preferably have experience in literature research;
- Have good command of Chinese and English; and
- Preferably have relevant full-time / part-time work experience in website design and development.

Duties:

- To help design and develop the webpage of CHP vaccination programmes/schemes; and
- To assist in the preparation for implementation of vaccination programmes/schemes, including production of promotional materials, preparation of information materials to stakeholders.

(21) Summer Intern (Programme Management and Vaccination Division – Position III)

Entry Requirements:

- Post-secondary students majoring in Information Technology / Business Administration;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.); and
- Have good command of Chinese and English.

Duties:

Vaccination Subsidy Scheme

- To assist in processing Vaccination Subsidy Scheme enrolment application forms;
- To assist in preparing various statistics reports;
- To assist in preparing the PowerPoint slides for the briefing sessions to doctors, elderly centres and schools on the Vaccination Programmes;
- To assist in preparing the Questions and Answers for the briefing sessions to doctors, elderly centres and schools and follow up with the questions and suggestions raised; and
- To assist in following up enquiries related to the Vaccination Programmes.

(22) Summer Intern (Social Hygiene Service)

Entry Requirements:

- Post-secondary students majoring in Public Health / Health Science / Information Technology / Mathematics / Statistics / Social Science / Business Administration / Arts;
- Basic knowledge in computer operation required (e.g. MS Word, Excel, PowerPoint, etc.);
- Have good command of spoken Cantonese and English; and
- Be conscientious, honest and eager to learn.

Duties:

Administrative efficiency enhancement

- To conduct assessment and compile findings on the administrative work types and work flows in the Social Hygiene Service Head Office.
- To assist the design of a system to streamline the workflow of administrative functions; and
- To assist in the implementation of the data management and records management.

(23) Summer Intern (Service and Manpower Planning Division – Position I)

Entry Requirements:

- Post-secondary students majoring in Medicine;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications;
- Be familiar with Chinese and English word processing;
- Be familiar with data processing and analysis; and
- Have good command of Chinese and English.

Duties:

- To assist in medicine / public health administrative matters as assigned by the Service and Manpower Planning Division, e.g. preparation of documents and materials for risk communication, planning, training, and conducting literature review on various public health issues.

(24) Summer Intern (Service and Manpower Planning Division – Position II)

Entry Requirements:

- Post-secondary students majoring in Public Health;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications;
- Be familiar with Chinese and English word processing;
- Be familiar with data processing and analysis; and
- Have good command of Chinese and English.

Duties:

- To assist in production of publicity materials, including liaison with healthcare professional bodies and contractor, and providing inputs on the draft work submitted by contractor;
- To assist in vetting and assessing the reports and documents related to the Accredited Registers Scheme for Healthcare Professions;
- To assist in revising the content of website of Accredited Registers Scheme for Healthcare Professions;
- To assist in compiling statistics and reports on specific topics; and
- To assist in other public health administrative matters as assigned.

(25) Summer Intern (Tuberculosis and Chest Service)

Entry Requirements:

- Post-secondary students majoring in Nursing / Public Health;
- Have basic knowledge of nursing or health;
- Have basic knowledge in computer operation and information technology applications;
- Preferably have knowledge of public health;
- Have good command of Chinese and English; and
- Preferably have work experience relevant to nursing or public health.

Duties:

- To work at different chest clinics;
- To assist in carrying out staff assessments related to infection prevention and control practices, e.g. respirator fit testing, hand hygiene, etc.;
- To assist in designing and producing health education materials, e.g. posters and leaflets, exhibition boards, promotion corner etc.; and
- To assist in resource management work.