

Post-Secondary Student Summer Internship Programme 2026

Salary: HK\$11,800 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 2026.

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), general holidays and sickness days, where appropriate, will be granted mainly in line with the provisions of the Employment Ordinance.

How to Apply:

- (a) All candidates should send **by email** the completed “Application Form for Post-Secondary Student Summer Internship Programme in the Government of the Hong Kong Special Administrative Region” (in Microsoft Word format) which can be downloaded from the website of the Civil Service Bureau (<https://www.csb.gov.hk/english/admin/appoint/782.html>), together with electronic copies of public examination certificate(s) showing the subjects taken and achieved grades, and the most recent academic transcript of the currently enrolled full-time post-secondary course showing the subjects taken and the achieved grades / marks to appts_registry2@dh.gov.hk on or before the specified closing date for application.
- (b) **The position title should be clearly marked** in the application form and on the email subject.
- (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, by post, in person or other means, or not accompanied by any of the required documents in (a) above, or which are incomplete or late will not be considered.
- (f) Applicants who are selected for written examination / interview will normally receive an invitation (by 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 Email Address and Telephone Number:

appts_registry2@dh.gov.hk (Telephone number: 2961 8452)

Closing Date for Application: 13 May 2026

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 email to the enquiry email 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)

Central Registration Office and Secretariat of Allied Health Professions Council

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; and
- Preferably have completed the second year of study.

Duties:

- To provide administrative support to the Central Registration Office and the Secretariat of Allied Health Professions Council and its Committees;
- To assist in the registration processes for various healthcare professionals; and
- To assist in compilation of statistical reports.

(2) Summer Intern (Child Assessment Service)

Entry Requirement:

- Post-secondary students majoring in any disciplines.

Duties:

- To assist in designing various non-clinical forms to be provided to the general public;
- To supervise the verification process of patients records in a Child Assessment Centre;
- To assist in the stocktaking and maintenance of assets list; and
- To provide administrative support to data management and records management.

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

Communicable Disease Information System

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; and
- Preferably have completed the second year of study.

Duties:

- To assist in database management and data validation in Communicable Disease Information System (CDIS);
- To assist in surveillance activities and analysis of research data in Chinese and English; and
- To provide administrative support to CDIS Section using IT applications (e.g. Microsoft Word, Excel and PowerPoint, etc.).

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

Epidemiology Division

Entry Requirements:

- Post-secondary students majoring in Public Health / Medicine / Medical Studies / Nursing / Pharmacy / Physiotherapy / Occupation Therapy / Speech Therapy / Clinical Psychology / Medical laboratory scientist / Optometrists / Radiographers / Computer Science / Biomedical Engineering; and
- Preferably have completed the second year of study.

Duties:

- Support epidemiological investigations by designing related questionnaires and data collection forms, conducting data collection, analysis, participating in field visits, and preparing relevant reports, presentation materials (e.g. PowerPoint slides) for risk communication purpose; and
- Provide assistance to epidemiological studies through accurate data entry, statistical analysis, and interpretation of findings.

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

Respiratory Disease Section

Entry Requirements:

- Post-secondary students majoring in Public Health / Epidemiology and Biostatistics / Medical Studies / Health Science / Social Science / Computer Science / Statistics, or equivalent; and
- Currently in the 3rd to 5th year of study.

Duties:

- 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 using Microsoft Office (Word, Excel); and
- To assist in production of Chinese and English reports.

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

Vaccine Preventable Disease Section

Entry Requirements:

- Post-secondary students majoring in Health Science / Medical-related subjects / Mathematics / Computer Science / Statistics / Life Science.

Duties:

- To assist in monitoring the latest development and global situation of vaccine preventable diseases and vaccines (e.g. COVID-19 vaccines, pneumococcal vaccines and respiratory syncytial virus vaccines);
- To assist in compilation of statistics, analysis of surveillance data, database management and validation, using database management software (e.g. Microsoft Access and Excel);
- To assist in production of Chinese and English reports;
- To provide administrative support, using IT applications (e.g. Microsoft Word, Excel, and PowerPoint, etc.); and
- To assist in other relevant tasks as assigned by the subject officer.

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

Government Chinese Medicines Testing Institute

Entry Requirements:

- Post-secondary students majoring in Pharmacy in Chinese Medicine, Chinese Medicine, Chemistry or Pharmacy; and
- Preferably have completed the second year of study.

Duties:

- To assist in the coordination of collaboration and training activities and administration work;
- To assist in collecting information for preparing teaching materials;
- To assist in organising literature;
- To support publicity of training and collaboration activities through online social media or multimedia platforms;
- To support the preparation of materials for Chinese medicines literacy (e.g. articles and educational posts); and
- To design and produce promotional materials (e.g. souvenir, booklets, posters and banners).

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

Government Chinese Medicines Testing Institute

Entry Requirements:

- Post-secondary students majoring in Pharmacy in Chinese Medicine or Chinese Medicine; and
- Preferably have completed the second year of study

Duties:

- To assist in coordinating guided tours for the Chinese Medicines Herbarium Laboratory (CMHL) of the Government Chinese Medicines Testing Institute (GCMTI);
- To assist in preparing and distributing materials required for guided tours;
- To assist in consolidating visitors feedback from guided tours;
- To assist in updating, verifying and tracking CMHL exhibit information and multimedia assets; and
- To assist in handling and maintaining various types of physical exhibits in CMHL.

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

Government Chinese Medicines Testing Institute

Entry Requirements:

- Post-secondary students majoring in Pharmacy in Chinese Medicine, Pharmacy or Pharmaceutical Science; and
- Preferably have completed the second year of study.

Duties:

- To assist in the preparation of pilot-scale research batches, including the processing of decoction pieces, and the preparation of internal and external formulations;
- To support the operation of pilot-scale processing and formulation equipment, such as slicing machine, powdering machine, granulator, percolator;
- To assist in drafting or updating Standard Operating Procedures (SOPs) related to the above equipment; and
- To support the team with any ad-hoc tasks related to the daily operations of the related laboratory.

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

Government Chinese Medicines Testing Institute

Entry Requirements:

- Post-secondary students majoring in Pharmacy in Chinese Medicine, Chinese Medicine, Pharmacy, Biology or Plant Science; and
- Preferably have completed the second year of study.

Duties:

- To assist in organizing plant specimens according to the plant taxonomy system;
- To assist in organizing and inventorying Chinese medicines (CM) samples;
- To assist in collecting the CM specimens;
- To prepare the labels and capture digital photographs for the CM specimens according to the required format and standard;
- To input the information of CM specimens into database; and
- To sort and pack CM specimens for herbarium repository.

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

Government Chinese Medicines Testing Institute

Entry Requirements:

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

Duties:

- To assist in updating International Organization for Standardization (“ISO”) documents and Standard Operation Protocol(s);
- To assist in accessioning of the herbarium collection;
- To assist in updating inventory and image processing work;
- To verify and update the information of herbarium specimens from the database; and
- To re-mount and preserve the herbarium collection if necessary.

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

Government Chinese Medicines Testing Institute

Entry Requirements:

- Post-secondary students majoring in Chinese Medicine, Biology, Plant Science, Ecology and Biodiversity or Arts in Landscape Studies; and
- Preferably have completed the second year of study.

Duties:

- To assist in providing guided tours of Medicinal Plant Garden;
- To assist in identifying medicinal plants and recording data;
- To assist in developing garden management and medicinal plants maintenance plans;
- To assist in collecting plants and mounting plant specimens;
- To prepare the labels and capture digital photographs for the plant and Chinese Medicines specimens; and
- To input the information of plant and Chinese Medicines specimens into database.

(13) Summer Intern (Chinese Medicine Regulatory Office – Position VII)

Government Chinese Medicines Testing Institute

Entry Requirements:

- Post-secondary students majoring in Pharmacy in Chinese Medicine, Chinese Medicine, Biology or Plant Science; and
- Preferably have completed the second year of study.

Duties:

- To assist in organizing and inventorying Chinese medicines (CM) samples;
- To assist in identifying CM samples and recording data;
- To assist in preparing and digitizing microscopic slides of CM; and
- To input the information of CM specimens into database.

(14) Summer Intern (Chinese Medicine Regulatory Office – Position VIII)

Chinese Medicines Identification Section

Entry Requirements:

- Post-secondary students majoring in Pharmacy in Chinese Medicine; and
- Preferably have completed the second year of study.

Duties:

- To assist in handling and packing retention samples and specimens;
- To assist in filing reference documents for identification of Chinese herbal medicines; and
- To provide daily support of administrative and records management work to Chinese Medicines Identification Section (CMIS).

(15) Summer Intern (Chinese Medicine Regulatory Office – Position IX)

Chinese Medicines Information & Research Division

Entry Requirements:

- Post-secondary students majoring in English Language, Chinese Language, Translation, Business Administration (Management or Marketing) or Public Administration; and
- Preferably have completed the second year of study.

Duties:

- To assist in arranging various meetings and activities of Chinese Medicines Information & Research Division (“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.

(16) Summer Intern (Chinese Medicine Regulatory Office – Position X)

Government Chinese Medicines Testing Institute

Entry Requirements:

- Post-secondary students majoring in Property / Facilities Management, Management or Accounting;
- Preferably have completed the second year of study; and
- Be proficient in Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

Duties:

- Assist in reviewing the stock and receipt/issue records of furniture, equipment and facilities;
- Assist in following up and conducting weekly reviews of building defects reported by various sections, coordinating with users of various sections and the contractor to arrange the relevant rectification works, updating the rectification progress, preparing presentation materials for reporting, and liaising with relevant parties on the agreed rectification works; and
- Assist in maintaining and monitoring financial management tasks relating to procurement and budgetary control.

(17) Summer Intern (Dental Services)

Oral Health Promotion Division

Entry Requirements:

- Post-secondary students majoring in Multimedia; and
- Preferably have completed the second year of study.

Duties:

- To design static images and simple animations for wall posts, stories, and reels;
- To assist in layout and visual design for campaign series (e.g. themed weekly posts);
- To prepare social media graphics according to brand and government guidelines;
- To help plan and maintain a posting calendar for platforms such as Instagram and Facebook;
- To resize and adapt artwork for different platforms and formats;
- To add captions, basic call-to-action text, and simple hashtags as directed; and
- To organise design files and assets for easy reuse by the team.

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

Drug Registration Administration Unit, Drug Evaluation and Pharmacovigilance Division

Entry Requirements:

- Post-secondary students majoring in any discipline, preferably in Business Administration; and
- Preferably have completed the first year of study.

Duties:

- To assist in compilation of statistical reports;
- To assist in the resources and record management;
- To assist in streamlining the workflow of administrative functions;
- To provide administrative support to respective service units; and
- To assist in performing general office work.

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

Entry Requirements:

- Post-secondary students majoring in Pharmacy.

Drug Information and Import/ Export Control 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.

Clinical Trials and Pharmacovigilance Unit, Drug Evaluation & Pharmacovigilance Division

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

Drug Registration Units, Drug Evaluation & 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.

Drug Procurement and Clinic Service Division

- Year 1 or above majoring in Pharmacy.

Retailers Regulatory Unit, Licensing and Compliance Division

- Year 2 or above Pharmacy students, preferably with knowledge of pharmacy law and proficiency in Excel and other major software.

Duties:Drug Information and Import/ Export Control Division

- To assist in promoting drug safety, including the preparation of public health announcements to the public etc.;
- To assist in verifying drug-related data;
- To assist in the preparation of health education materials;
- To assist in processing applications related to import / export licenses for pharmaceutical products; and
- To assist in consolidating information for the classification of pharmaceutical products.

Clinical Trials and Pharmacovigilance Unit, Drug Evaluation & Pharmacovigilance Division

- To assist in (a) handling of applications for clinical trials and (b) analysing and handling of computerized data related to clinical trials applications with knowledge in clinical pharmacy, pharmacy law or drug information service, or experience in literature review.

Drug Registration Units, Drug Evaluation & Pharmacovigilance Division

- 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 conduct the research on drug registration related literature/ study; and
- To assist in maintenance and enrichment of the database of registered pharmaceutical products with knowledge in clinical pharmacy, pharmacy law, or drug information service.

Drug Procurement and Clinic Service Division

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

Retailers Regulatory Unit, Licensing and Compliance Division

- To assist in data collection and consolidation, development, and maintenance of a comprehensive database for licensed pharmacies;
- To conduct data analysis based on collected information to support risk assessment;
- To assist in the consolidation and update of guidelines and forms for drug retailers; and
- To conduct news review on drug-related incidents in Hong Kong with a view to implement monitoring measures to safeguard good practice at retail pharmacies.

(20) Summer Intern (Drug Office – Position III)

Drug Registration Unit, Drug Evaluation & Pharmacovigilance Division

Entry Requirements:

- Post-secondary or post-graduate students majoring in Biochemistry, Biomedical Sciences, Genetics, Pharmacology, Medicinal Chemistry, Biostatistics, Pharmaceutical Sciences, Pharmacoepidemiology or Public Health;
- Preferably have completed the second year of study; and
- Preferably have knowledge in pharmacology, analytical chemistry, biostatistics, epidemiology or data analysis as well as experience in literature review.

Duties:

- To conduct research and data analysis on drug regulatory sciences related literature / study;
- To conduct medical literature search and consolidate scientific evidence on drug-related matters with knowledge in pharmacology, analytical chemistry, biostatistics and epidemiology;
- To assist in drug evaluation of pharmaceutical products; and
- To assist in record management of drug-related matters.

(21) Summer Intern (Health Promotion Branch)

Communicable Disease and Risk Communication Division

Entry Requirements:

- Post-secondary students majoring in Medicine / Nursing / Public Health; and
- Preferably has completed the second year of study.

Duties:

- To assist in preparing health education materials related to communicable diseases;
- To assist in handling public enquiries by emails or telephone;
- To assist in organising health education activities (e.g. promotion booths); and
- To assist in website management.

(22) Summer Intern (Infection Control Branch)

Entry Requirements:

- Post-secondary students majoring in Nursing or Public Health; and
- Completed Year 2 or above.

Duties:

- To assist in data collection for current research studies;
- To assist in the logistics of the programmes;
- To assist in literature search and information collection for health promotion programme; and
- To assist in the design and production of infection control promotional materials.

(23) Summer Intern (Office for Regulation of Private Healthcare Facilities – Position I)

Licensing Division

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. Microsoft Word, Excel, PowerPoint, Access, etc.);
- Be familiar with Chinese and English word processing;
- Preferably be familiar with database management software (e.g. Microsoft 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:

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

(24) Summer Intern (Office for Regulation of Private Healthcare Facilities – Position II)

Quality and Standards Division

Entry Requirements:

- Post-secondary students majoring in any disciplines, preferably in Computer Science / Statistics / Data Science / Mathematics / Bioinformatics / Epidemiology and Biostatistics;
- Preferably have completed the second year of study;
- Have good knowledge in PC operation and IT applications (e.g. Microsoft Word, Excel, PowerPoint, Python, R, etc.);
- Have good knowledge in database management software (e.g. Microsoft Excel, SQL, etc.);
- Be familiar with Chinese and English word processing;
- 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:

- To assist in compilation of statistics, data analysis, database management and data validation, using database management software (e.g. Python、R、SQL and Microsoft Excel) of small practice clinics, etc.;
- To assist in the enhancement of electronic platform for handling exemption requests of small practice clinics;
- To support in processing requests for letters of exemption for small practice clinics;
- To support in implementation of publicity campaigns;
- To provide administrative support, using IT applications (e.g. Microsoft Word, Excel, PowerPoint, etc.), and assist in records management; and
- To perform other duties as assigned.

(25) Summer Intern (Public Health Nursing Division)

Head Office

Entry Requirements:

- Post-secondary students majoring in Design / Graphic Design / Visual Arts / Creative Media / Multimedia or related disciplines; and
- Preferably have completed the second year of study.

Duties:

- To assist in designing and producing Chinese and English educational materials with IT applications (e.g. Microsoft Word, Excel, PowerPoint, etc.); and
- To assist in the graphic design of the publication and teaching materials of the Public Health Nursing Division with Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, CorelDraw, etc.

(26) Summer Intern (Student Health Service)

Head Office

Entry Requirements:

- Post-secondary students majoring in Nursing / Medicine / Public Health / Biomedical Sciences / Health Science / Pharmacy; and
- Preferably have completed the first year of study.

Duties:

- To assist nurses in conducting health promotion programmes;
- To assist nurses in monitoring class discipline during health promotion programmes;
- To assist nurses in performing growth monitoring of students; and
- To assist nurses in revising health education boards and materials.