

Government Vacancies Enquiry System

Job Number:	49790
Department:	Education Bureau
Division/Section/Unit:	Curriculum Development Institute
Job Title:	Summer Intern (English Language Education)
Salary:	\$11,500 per month
Entry Requirements:	Applicants should - (a) be permanent residents of Hong Kong Special Administrative Region; (b) be full-time students of post-secondary institutions (except year one students and final year graduates); (c) be studying subjects related to English Language or Education (specialising in English Language Education); (d) have a good understanding of the learning and teaching of English Language; (e) possess good knowledge in computer applications (including Chinese input method, word processing, graphic and video editing, artificial intelligence, spreadsheet and presentation software); and (f) be proficient in both written and spoken Chinese and English.
Duties:	To provide administrative support to: (a) production of learning and teaching resources and materials; (b) organisation of English learning activities; (c) maintenance of the records system; (d) inventory checking of books; and (e) any other duties as assigned.
Terms of Appointment:	Successful interns will be engaged on non-civil service terms for a period of not more than three months from mid-June to mid-August 2026.
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.
General Notes:	(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise. (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. (c) 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. (d) 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. (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. (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. 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 https://www.csb.gov.hk under "Administration of the Civil Service – Appointments". (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.
How to apply:	Application Forms can be downloaded from the Civil Service Bureau's website (https://www.csb.gov.hk/english/admin/appoint/782.html). Hong Kong students studying in local post-secondary institutions or in non-local post-secondary institutions should send the completed application form to english@edb.gov.hk by email on or before the closing date for application. Please indicate "Application for Summer Intern (English Language Education)" in the email subject. Interviews will normally be conducted in early April 2026. Applicants may assume that their applications are unsuccessful if they have not been invited for interview by end April 2026.
Contact Address:	English Language Education Section, Curriculum Development Institute, Education Bureau, Room 1206, 12/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Enquiry Telephone:	2892 6481
Closing Date(dd/mm/yyyy):	13/03/2026 23:59:00
Application via Internet:	Application through Email
Advertising Date	27/02/2026