**Post-secondary Student Summer Internship Programme 2020**

**2020專上學生暑期實習計畫**

**The Government of the Hong Kong Special Administrative Region –**

**Environmental Protection Department (EPD)**

**香港特別行政區政府環保署**

| Job Code  工作  編號 | Job Nature /  Proposed Project  參與項目 / 工作性質 | Location of Work  工作地點 | Preferred Discipline/ Subject  修讀學科 | Required Experience, Knowledge & Skills  所需經驗、知識及技能 |
| --- | --- | --- | --- | --- |
| **Air Policy Division (空氣質素政策科)** | | | | |
| PSSIP / ASG1 | To provide support to various activities related to the maintenance of air quality monitoring equipment and the air quality monitoring network  To assist in maintaining and updating database of air quality monitoring equipment  支援各項空氣質素監測活動及監測設備的維修  協助處理有關環境空氣質素監測設備數據庫的維護及更新 | Revenue Tower, 5 Gloucester Road, Wan Chai  灣仔告士打道5號稅務大樓 | Mechanical / Electrical / Electronic/ Environmental Engineering, Environmental Science or Computer Science  機械/電機/電子/環境工程; 環境科學或電腦科學 | Experience in maintenance or operation of scientific device  Experience in GIS or SQL or Java is preferred  維護或操作科學儀器的經驗  具備 GIS 或 SQL 或 Java 操作經驗更佳 |
| PSSIP / ASG2 | To assist in the compilation of 2019 Air Pollutant Emission Inventory  To assist in the Study on “Characterization of Photochemical Ozone Formation, Regional and Super-regional Transportation in the Greater Bay Area”  協助編製2019年空氣污染物排放清單  協助『大灣區光化學臭氧污染及區域和跨區域傳輸特徵』的研究 | Revenue Tower, 5 Gloucester Road, Wanchai  灣仔告士打道5號稅務大樓 | Science and engineering related discipline  科學或工程有關學科 | Proficient in MS Word and Excel  Willing to work outdoor  熟識操作MS Word及Excel  願意參與戶外工作 |
| PSSIP / ASG3 | To assist in the evaluation of Numerical forecasting model and to support air quality related field experiments  協助評估預測數值模型及支援有關空氣質量的實地實驗 | Revenue Tower, 5 Gloucester Road, Wanchai  灣仔告士打道5號稅務大樓 | Environmental Science/Engineering, Applied Pure Science or Computer Science  環境科學/工程; 應用/純科學/電腦科學 | Experience in statistical analyses and computer programing  Preferably with experience in Python, R and/or NCL  具備統計分析及電腦程式設計操作經驗  具備 Python 或 R 或 NCL 操作經驗更佳 |
| **Nature Conservation Division (自然保育科)** | | | | |
| PSSIP / CCO1 | Review and consolidate funding scheme documents on built heritage restoration and cultural assets rehabilitation in relation to countryside conservation  檢視及整理鄉郊保育文物建築復修及文化資產復育資助計劃的相關文件 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Architectural or Building related or Cultural Conservation disciplines  建築或建築物相關學科或文化保育學科 | Post-secondary student studying Year 2 or above in the related disciplines  在相關學科學習2年級或以上的專上學院學生 |
| PSSIP / CCO2 | To assist in the compilation of materials for the generation of eco / cultural maps and references in remote villages    協助製作偏遠鄉村的生態/文化地圖及其他參考資料 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Architectural or Landscape or Cultural Conservation discipline  建築或園境或文化保育學科 | Post-secondary student studying Year 2 or above in the related disciplines  在相關學科學習2年級或以上的專上學院學生 |
| **Community Relations Unit (社區關係組)** | | | | |
| PSSIP / CRU1 | To produce multi-media content including short video and/or motion graphics for promotional use at online platforms or social media  To assist in drafting post content and designing visuals for social media pages of Environmental Campaign Committee  To organise an outreach activity to promote green messages to the general public  To draft promotional content for environmental projects and campaigns and perform any other duties as assigned by supervisor  製作多媒體內容，包括短片或動畫，作網上或社交媒體宣傳用途  協助環境運動委員會的社交媒體專頁撰寫內容及設計圖像  籌備及舉辦一項推廣活動，向公眾宣傳環保訊息  為環保項目及運動草擬宣傳內容及其他由上司委派的職責 | Southorn Centre, 130 Hennessy Road, Wanchai  灣仔軒尼詩道130號修頓中心 | Multi-media communications, Public relations & advertising, Creative media communications or Journalism  多媒體傳播學；公關及廣告、創意媒體傳播學系或新聞系 | Knowledge and skills in multi-media content production; organising promotional events; video shooting and editing; and producing motion graphics  Preferably with relevant experience  具備多媒體製作、籌備推廣活動、影片拍攝及剪接，以及動畫製作的知識和技能  具備相關經驗更佳 |
| **Central Prosecution Unit (中央檢控組)** | | | | |
| PSSIP / CPU1 | Analyse past cases  協助分析過往個案 | Chinachem Tsuen Wan Plaza, 455-457 Castle Peak Road, Tsuen Wan  荃灣青山公路455-457號華懋荃灣廣場 | Engineering, Science or Environmental Science subjects  工程、科學或環境科學學科 | Proficient in English  通曉英文 |
| **Environmental Assessment Division (環境評估科)** | | | | |
| PSSIP / ANG1 | To assist in handling projects relating to environmental noise planning, abatement or management  To assist in developing the database of noise mitigation measures  協助處理有關環境噪音規劃、消減或管理的項目  協助建立噪音緩解措施數據庫 | Southorn Centre, 130 Hennessy Road, Wan Chai  灣仔軒尼詩道130號修頓中心 | Environmental management, Science, Engineering or related subjects  環境管理、環境工程、環境科學或相關科目 | Basic knowledge on environmental noise planning, abatement or management  Preferably with experience in using some related computer software such as ArcGIS, Excel and Access  有關環境噪音規劃、消減或管理的基本知識  具備相關電腦軟體經驗如ArcGIS、Excel和|Access更佳 |
| PSSIP / MAG1 | Assist in enhancing the application of water quality assessment information system and database  協助加強有關水質評估的信息系統和數據庫 | Southorn Centre, 130 Hennessy Road, Wan Chai  灣仔軒尼詩道130號修頓中心 | Environmental Management, Environmental Science,  Environmental Engineering, Environmental Law  環境管理、環境科學、環境工程、環境法律 | Knowledge on Environmental review or assessment, Environmental law, Database or Archive management, Information system application  環境審查或評估、環境法律、數據庫或檔案管理、信息系統應用的知識 |
| PSSIP / MAG2 | Review and analyse designated projects of Environmental Impact Assessment Ordinance (EIAO) [Cap. 499]  檢討及分析香港法例第499章《環境影響評估條例》的指定工程項目 | Southorn Centre, 130 Hennessy Road, Wan Chai  灣仔軒尼詩道130號修頓中心 | Environmental Management, Environmental Science,  Environmental Engineering, Environmental Law  環境管理、環境科學、環境工程、環境法律 | Relevant experience in preparation, management and evaluation of project proposals in connection with environmental impact assessment    Relevant experience in project environmental monitoring and auditing  相關的經驗於準備、管理和評估與環境影響評估有關的工程建議  相關的經驗於工程項目的環境監察和審核工作 |
| PSSIP / RAG1 | To prepare, design and analyse environmental assessment and monitor data by using GIS applications; and prepare materials related to Environmental Outcome Profile for EIA projects  運用地理信息系統(GIS)準備、設計和分析環境評估和監測數據；準備環境評估工程項目的結果資料 | Southorn Centre, 130 Hennessy Road, Wanchai  灣仔軒尼斯道130號修頓中心 | Environmental Science/ Engineering or  Geographic Information Systems or Geo-Informatics or Geography related subject  環境科學或工程/地理信息系統/ 地理資訊學/地理之相關科目 | Basic knowledge on environmental science and management including environmental impact assessment process and experience on ArcGIS including data processing and analysis, and mapping  環境科學和管理知識，具備環境影響評估程序及應用地理信息系統(GIS)的相關經驗，包括數據處理和分析及製作地圖的經驗 |
| PSSIP / RAG2 | Design & Implementation of GIS Mapping of Land Contaminated Sites with Levels of the Contaminants of Concern  製作受污染土地及相關污染物水平的地理資訊系統(GIS)地圖 | Southorn Centre, 130 Hennessy Road, Wanchai  灣仔軒尼斯道130號修頓中心 | Computer Technology or Environmental Science or Engineering  related subjects  電腦科技/  環境科學/  工程相關之學科 | Basic knowledge on environmental science  Experience on GIS mapping is preferred  環境科學知識  具備製作地理資訊系統(GIS)地圖經驗較佳 |
| PSSIP / RAG3 | Design and Review on Web-based Construction Noise Permit Application and Vetting System and Construction Work Advance Notification Platform  設計和審查建築噪音許可證申請及審核系統和施工工程預先通知申報系統 | Chinachem Tsuen Wan Plaza, 455-457 Castle Peak Road, Tsuen Wan, New Territories.  新界荃灣青山公路455–457號華懋荃灣廣場 | Mechanical Engineering, Environmental Engineering, Computer Engineering, or Science related subjects  機械工程，環境工程，計算機工程，或科學相關之學科 | Basic knowledge on environmental noise, website design and Geographic Information System (GIS) mapping and good communication skills  有關環境噪音，網站設計和地理資訊系統地圖的基本知識，具備良好的溝通能力 |
| PSSIP / SAG1 | Environmental impact assessment, environmental planning and other related environmental assessment  環境影響評估、環境規劃及其他有關的環境評估 | Southorn Centre, 130 Hennessy Road, Wan Chai  灣仔軒尼詩道130號修頓中心 | Environmental Planning, Environmental Management, Environmental Science  環境規劃、環境管理、環境科學 | Basic knowledge on environmental planning, management or science  環境規劃、管理或科學的基本認識 |
| PSSIP / SAG2 | Assist in the preparation of Environmental Outcome Profile for EIA projects  協助準備工程項目的環評結果基本資料 | Southorn Centre, 130 Hennessy Road, Wanchai  灣仔軒尼斯道130號修頓中心 | Environmental Planning, Environmental Management, Environmental Engineering, Environmental Science.  環境規劃、環境管理、環境工程、環境科學 | Knowledge on Environmental Impact Assessment process, Use of Computer search engine, Multimedia application  環境影響評估程序、互聯網搜索工具及多媒體應用的知識 |
| **Environmental Compliance Division (環保法規管理科)** | | | | |
| PSSIP / REG1 | Participate in the Survey on Expedient Connections in Yau Tsim area, and the processing of Construction Noise Permit applications  參與檢視油尖區污水渠錯駁的調查，及處理建築噪音許可證申請的工作 | Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon    九龍長沙灣道303號長沙灣政府合署 | Engineering, science, or environmental science related subjects  工程、科學、或環境科學相關科目 | Good coordination and communication skills  良好協調及溝通技巧 |
| PSSIP / REG2 | Participate in the data management of pollution source survey at Kowloon City Area and develop new data analytics and visualization tools in GIS  參與九龍城區污染源調查的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具 | Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay  九龍灣臨樂街19號南豐商業中心 | Computer Science, Computer Engineering or related subjects  計算機科學、計算機工程或相關科目 | Preferably with knowledge on GIS or data analytics development and visualization tool  具備地理資訊系統相關的數據分析和視覺化工具知識較佳 |
| PSSIP / REG3 | Participate in the data management of pollution source survey at Wong Tai Sin Area and develop new data analytics and visualization tools in GIS  參與黃大仙區污染源調查的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具 | Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay  九龍灣臨樂街19號南豐商業中心 | Computer Science, Computer Engineering or related subjects  計算機科學、計算機工程或相關科目 | Preferably with knowledge on GIS or data analytics development and visualization tool  具備地理資訊系統相關的數據分析和視覺化工具知識較佳 |
| PSSIP / RSG1 | Participate in pollution source surveys and develop new data analytics and visualization tools with GIS and Power BI in Eastern District  參與東區的污染源調查及使用GIS和Power BI建立新的數據分析和視覺化工具 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Computer Science, Engineering related subjects  計算機科學或工程相關科目 | Preferably with knowledge on GIS, Power BI, or data analytics and visualization  具備地理資訊系統、Power BI或數據分析和視覺化的知識較佳 |
| PSSIP / RSG2 | Participating in Expedient Connection Survey data management project of Wanchai District and developing new data analytics and visualization tools in GIS  參與灣仔區錯誤接駁污水渠調查的數據管理計劃及使用地理資訊系統建立新的數據分析和視覺化工具 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Computer Science, Computer Engineering or related subjects  計算機科學、計算機工程或相關科目 | Preferably with knowledge on GIS in developing new data analytics and visualization tools  具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳 |
| PSSIP / RSG3 | Assist in the preparation works for implementing a voluntary skips registration system  Carry out construction noise assessment for the processing of permit applications  協助實施環保斗自願登記制度的準備工作  為許可證申請進行建築噪音評估 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Engineering, science, planning or environmental science related subjects  工程、科學、規劃或環境科學相關科目 | Experience in Microsoft Office and good communication skill is preferred  具備使用Microsoft Office經驗和良好溝通技巧者優先 |
| PSSIP / RSG4 | Participating in data collection of drainage system of Southern District and developing new data analytics and visualization tools in GIS  參與南區排水系統的資料收集工作及使用地理資訊系統建立新的數據分析和視覺化工具 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Computer Science, Computer Engineering or related subjects  計算機科學、計算機工程或相關科目 | Preferably with knowledge on GIS in developing new data analytics and visualization tools  具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳 |
| PSSIP / RSG5 | Participate in developing new data analytics and visualization tools with GIS and Power BI for the Third Runway project  透過GIS和Power BI為機場三跑工程項目建立新的數據分析和視覺化工具 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Computer Science, Engineering or related subjects  計算機科學或工程相關科目 | Preferably with knowledge on GIS, Power BI, or data analytics and visualization  具備地理資訊系統、Power BI或數據分析和視覺化的知識較佳 |
| PSSIP / RWG1 | Participate in the data management of pollution source survey at Sham Shui Po Area and develop new data analytics and visualization tools in GIS  參與深水埗區污染源調查的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具 | Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan  荃灣西樓角路38號荃灣政府合署 | Engineering, science, or environmental science related subjects  工程、科學、或環境科學相關科目 | Preferably with knowledge on GIS in developing new data analytics and visualization tools  具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳 |
| PSSIP / RWG2 | Participate in the data management of pollution source survey at Tuen Mun Area and develop new data analytics and visualization tools in GIS  參與屯門區污染源調查的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具 | Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan  荃灣西樓角路38號荃灣政府合署 | Engineering, science, or environmental science related subjects  工程、科學、或環境科學相關科目 | Preferably with knowledge on GIS in developing new data analytics and visualization tools  具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳 |
| PSSIP / RWG3 | Participate in the data management of pollution source survey at Tsuen Wan Area and develop new data analytics and visualization tools in GIS  參與荃灣區污染源調查的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具 | Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan  荃灣西樓角路38號荃灣政府合署 | Engineering, science, or environmental science related subjects  工程、科學、或環境科學相關科目 | Preferably with knowledge on GIS in developing new data analytics and visualization tools  具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳 |
| PSSIP / RWG4 | Participate in the data management of asbestos management & control and develop new data analytics and visualization tools in GIS  參與石棉管理及管制的數據管理及使用地理資訊系統建立新的數據分析和視覺化工具 | Southorn Centre, 130 Hennessy Road, Wan Chai  灣仔軒尼詩道130號修頓中心 | Engineering, science, or environmental science related subjects  工程、科學、或環境科學相關科目 | Preferably with knowledge on GIS in developing new data analytics and visualization tools  具備在地理資訊系統建立新的數據分析和視覺化工具的知識較佳 |
| PSSIP / RNG1 | To assist in IT initiatives for the integrated enforcement work in Tai Po and sewer connection work  To provide technical support on the GIS mapping and reporting for the expedient connections survey in Tai Po  協助應用創新科技於大埔區的環保法規管理及排污渠接駁計劃  就大埔區的渠管錯駁普查提供地理信息系統的技術支援及撰寫報告 | Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin  沙田上禾輋路1號沙田政府合署 | Environmental Engineering,  Environmental Science,  Environmental Management, Geography, Geographic Information Science, Earth Science  環境工程, 環境科學, 環境管理,地理學, 地理信息學, 地球科學 | Basic geographic knowledge  Experience on GIS application and good communication skill  基本地理知識  具備使用地理信息系統經驗及良好溝通技巧 |
| PSSIP / RNG2 | Explore the use of IT applications to establish a secure mobile computing environment for ECD.  使用IT軟件為環保法規管理科建立安全的流動電腦工作環境 | Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin  沙田上禾輋路1號沙田政府合署 | Environmental Management,  Computer Science, Information Science, Computing engineering  環境管理、 電腦科學、資訊科學、軟件工程學 | Basic computer literacy in MS Office applications or other business IT applications in the market  Good analytical skill is preferred  基本電腦知識及使用辦公軟件(如:微軟或其他)  具備良好分析能力者優先 |
| PSSIP / RNG3 | Study the use of Role-Playing Games (RPG) and VR applications  for Environmental Incident Management.    研究環境管理應用的虛擬實境及角色扮演遊戲 | Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin  沙田上禾輋路1號沙田政府合署 | Environmental Management,  Computer Science, Information Science / Engineering  環境管理、 電腦科學、資訊科學/工程學 | Basic knowledge in environmental management and IT systems  Creative, with good interpersonal and communication skills are preferred  基本環境管理及電腦知識  具備創意及良好人際溝通技巧優先 |
| PSSIP / RNG4 | To consolidate the ECD enforcement databases based on GIS  利用地理資訊系統整合環保法規管理科的執法資料庫 | Tower 2, Grand Central Plaza, 138 Sha Tin Rural Committee Road, Shatin  沙田沙田鄉事會路138號新城市中央廣場第2座 | Computer Science  計算機科學 | Geographic Information System  Graphical User Interface  Database management system  地理資訊系統  圖形使用者界面  資料庫管理系統 |
| PSSIP / RNG5 | Review the mobile spotter device and enhance the GIS platform for supporting enforcement action  檢視流動檢舉設備及提升其GIS平台以支援部門的執法行動 | Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin  沙田上禾輋路1號沙田政府合署 | Engineering, science, planning or environmental science related subjects  工程、科學、規劃或環境科學相關科目 | Knowledge in GIS-related software is preferred  懂得使用GIS相關程式/軟件優先 |
| PSSIP / RNG6 | Participate in managing the Pollution Source Survey (PSS) and establishing the GIS database from relevant data  參與管理污染源頭調查及利用相關資料建立其地理資訊系統資料庫。 | Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin  沙田上禾輋路1號沙田政府合署 | Environmental Engineering,  Environmental Science,  Environmental Management, Geography, Geographic Information Science, Earth Science  環境工程, 環境科學, 環境管理, 地理學, 地理信息學, 地球科學 | Basic geographical knowledge  Experience on GIS application and good communication skill  基本地理知識  具備地理信息系統經驗及良好溝通技巧 |
| PSSIP / RNG7 | Participate in collecting the construction and demolition waste data, establishing the database and reviewing relevant statistical data.  參與收集建築廢物的數據，建立其資料庫及協助分析有關統計資料。 | Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin  沙田上禾輋路1號沙田政府合署 | Environmental, Civil or Mechanical Engineering,  Environmental Science,  Environmental Management, Geography, Geographic Information Science, Earth Science  環境, 土木或機械工程, 環境科學, 環境管理, 地理學, 地理信息學, 地球科學 | Basic statistical analysis and geographical knowledge  Experience on GIS application and good communication skill  基本統計分析及地理知識  具備地理信息系統經驗及良好溝通技巧 |
| PSSIP / TCO1 | Clinical Waste Control Scheme - Publicity and education  醫療廢物管制計劃 -宣傳及教育 | Hopewell Centre, 183 Queen's Road East, Wan Chai  灣仔皇后大道東183號合和中心 | Science or medical-related subjects  科學或醫學相關科目 | Knowledge in Microsoft Office and interested in multimedia is preferred  懂得使用Microsoft Office和對多媒體有興趣者可被優先考慮 |
| **Waste Management Policy Division (廢物管理政策科)** | | | | |
| PSSIP / WMG1 | To assist in developing an e-submission system for facilitating the implementation of Producer Responsibility Scheme on Glass Beverage Containers  協助開發電子呈交系統以便利實施玻璃飲料容器生產者責任計劃 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Computer Science or Information System/ Technology  計算機科學或  資訊系統/科技 | Web technology, System Analysis and Design, Database Design, Programming  網頁技術、系統分析及設計、資料庫設計、程式設計 |
| PSSIP / WMG2 | To assist in promoting glass beverage containers collection services under the Green School 2.0 programme.  在「綠色校園2.0」計劃下協助推廣玻璃容器回收服務 | Revenue Tower, 5 Gloucester Road, Wanchai  灣仔告士打道5號稅務大樓 | Environmental  management,  science, engineering  or related subjects  環境管理、環境  科學、環境工程  或相關科目 | Proficient in common software applications, including MS Word, Excel, PowerPoint and Photoshop,  and the use of social media.  Proficient in Chinese and English.  熟識操作日常電腦應用軟件，包括 MS Word, Excel, PowerPoint and Photoshop 及運用社交媒體  通曉中、英文 |
| **Water Policy Division (WPD)** | | | | |
| PSSIP / WPG1 | Review strategies for controlling microplastic pollution  分析控制微塑膠污染的策略 | Revenue Tower, 5 Gloucester Road, Wanchai  灣仔告士打道5號稅務大樓 | Science and Engineering; or  Other equivalent subjects  科學與工程；或  其他同等科目 | Relevant knowledge in environmental pollution  環境污染的相關知識 |
| PSSIP / WPG2 | To support the River on-line monitoring system  支援河流在線監測系統 | Revenue Tower, 5 Gloucester Road, Wanchai  灣仔告士打道5號稅務大樓 | Environmental Science  環境科學 | Relevant knowledge in environmental pollution and water quality  環境污染及水質的相關知識 |
| **Waste Reduction and Recycling Division (減廢及回收科)** | | | | |
| PSSIP / WRD1 | To assist in the management and planning of the Collection and Recycling Services of Plastic Recyclable Materials  To assist in the management of Waste Paper Collection and Recycling Services  Participate in out-going tasks  協助管理及籌劃塑膠可回收物料回收服務  協助管理廢紙收集及回收服務  參與外出工作 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  Or  88 Victoria Road, Kennedy Town  九龍灣常悅道11號新明大廈  或  堅尼地城域多利道88號 | Environmental science, Environmental management, Engineering or related subjects  環境科學、環境管理、工程或相關科目 | Proficient in common software applications, including MS Word, Excel, PowerPoint  Good communication skills  熟識操作日常電腦應用軟件，包括MS Word, Excel及PowerPoint  良好溝通技巧 |
| PSSIP / WRD2 | To provide support to various green events or other publicity activities  Assist in the management of the media platform for Green Event Corner  支援各項綠色活動及其他宣傳活動  協助管理綠色活動園地的媒體平台 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  九龍灣常悅道11號新明大廈 | Environmental Science, Communications or  Computer Technology  環境科學、傳理或  電腦科技 | Proficient in common software applications, including MS Word, Excel, PowerPoint and Photoshop, and the use of social media  Proficient in Chinese and English.  熟識操作日常電腦應用軟件，包括MS Word, Excel, PowerPoint and Photoshop 及運用社交媒體  通曉中、英文 |
| PSSIP / WRDII 1 | Conduct research, organize environmental promotion workshops / game booths which are initiated by EPD outreaching team, especially for North district without Community Green Station (CGS) in order to strengthen education and awareness for the public towards waste reduction and recycling  研究,籌辦由環保署外展隊推行的環保推廣工作坊/遊戲攤位，特別是針對沒有綠在區區的地區(如北區)，以加強公眾對減廢及回收的教育和認識 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  九龍灣常悅道11號新明大廈 | Marketing/  Public relations/  Environmental management  營銷/ 公共關係/  環境管理 | Experience on organizing promotion events and activities preferably on the theme of environmental protection is preferred  Knowledge and skills on conducting market search  具備籌辦推廣活動的經驗，環境保護為主題的活動經驗為佳  具備市場研究的知識和技能 |
| PSSIP / WRDII 2 | Participate in Smart Bin Initiative, monitoring and enhancing web-based platform e.g. Waste Less Mobile App and web page of Source Separation of Waste Programmes  參與智慧回收桶項目，協助監察和優化網上平台，如「咪嘥嘢」流動應用程式和廢物源頭分類計劃的網頁 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  九龍灣常悅道11號新明大廈 | Computer/Information Technology, Environmental Science, Engineering , Business administration  電腦/資訊科技、環境科學、工程學科或工商管理 | Good command in both Chinese and English  Computer knowledge including Microsoft Word, PowerPoint, Excel etc  Experience and knowledge in computer and IT is preferred  中、英語文能力俱佳  具備電腦知識，例如Microsoft Word, PowerPoint, Excel等  具備電腦及資訊科技的經驗及知識為佳 |
| PSSIP / WRDII 3 | Inspect the operation of Community Recycling Centres (CRC) and the setting up work of new CRC  Vet documents submitted by the operators of CRC  Process statistical figures of recyclables  巡查社區回收中心的日常運作及新設立的社區回收中心的裝修工作  審查社區回收中心提交的文件  處理已收集的回收物的統計數據 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  九龍灣常悅道11號新明大廈 | Environmental Science or other relevant Science or Engineering subject  環境科學或其他相關的科學或工程學科 | Basic knowledge in waste treatment and recycling is preferred  Good written and spoken English and Chinese  Proficient computer skills and abilities in Microsoft Office  Required to work outdoors  對廢物回收及處理具基本知識者優先考慮  具備良好中英文寫作及溝通能力  精通Microsoft Office應用  需要在戶外工作 |
| PSSIP / WRDII 4 | To assist in conducting education and promotional activities and events on proper waste separation at source and clean recycling  To assist in promoting the waste reduction and recycling initiatives and schemes of Environmental Protection Department  To design and produce a booth game using recycled materials as far as possible  To assist in undertaking other duties regarding outreaching services  參與及協助籌辦各項有關妥善實踐廢物源頭分類和乾淨回收的教育和宣傳活動  協助推廣環保署的減廢回收措施和計劃  以再造物料設計和製作攤位遊戲  協助外展隊執行其他外展服務的相關職務 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  九龍灣常悅道11號新明大廈 | Education, Social Science, Community Services, Business Administration, Management, Event Marketing & Promotion  科學、工程、教育、社會科學、社會服務、工商管理、管理學、公共行政學、活動推廣及宣傳 | Good command of spoken and written English and Chinese  Good personality and inter-personal communication skills  Knowledge and experience in Microsoft Office applications  擁有良好中英文書寫和口語能力  擁有良好品格及人際溝通技巧  精通Microsoft Office 應用程式 |
| PSSIP / WRDII 5 | To assist in conducting data input/processing and research on training-related matters for the Outreaching Team  To assist in organizing, conducting and participating in promotion and education workshops/ game booths to arouse the public’s awareness on waste reduction and recycling  協助外展隊進行有關培訓的數據處理及進行相關研究  協助籌辦及參與推廣及教育工作坊/遊戲攤位以提升公眾對減廢及回收的認識 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  九龍灣常悅道11號新明大廈 | Science, Engineering, Education, Social Science, Community Services, Event Marketing and Promotion, social work  科學、工程、教育、社會科學、社會服務或活動推廣及宣傳 | Good command of spoken and written English and Chinese  Good personality and inter-personal communication skills, self-motivation and ability to work independently  Knowledge and experience in computer applications (such as word processing in Chinese and English, spreadsheet and presentation software, etc.)  Preference may be given to candidates with hands-on experience in education, social work, or planning and organization of events/publicity, preferably in environmental protection  具備良好的中、英文會話和書寫能力  具備良好品格及人際溝通技巧，積極主動及具備獨立工作能力  熟悉一般電腦軟件程式，例如文字處理(中文及英文版)、試算表及簡報軟件等  申請人如有在教育、社會工作或活動策劃及統籌／宣傳的實際經驗，尤其與環境保護有關的經驗為佳 |
| PSSIP / WRDII 6 | Review on the use of public recycling bins  檢討公共回收桶的使用情況 | Centre Parc, 11 Sheung Yuet Road, Kowloon Bay  九龍灣常悅道11號新明大廈 | Science or Engineering  科學或工程 | Nil  沒有 |
| **Waste Infrastructure Planning Division (廢物基建規劃科)** | | | | |
| PSSIP / FWRG1 | Assist in the management of daily operation of Chemical Waste Treatment Centre (CWTC)  協助管理化學廢物處理中心的日常運作。 | Island West Transfer Station, No. 88, Victoria Road, Kennedy Town, Hong Kong  [Note: will be deployed to CWTC at 51 Tsing Yi Road South, Tsing Yi  and/or other relatively remote locations for work]  香港堅尼地城域多利道88號港島西廢物轉運站  [註:會調配位於青衣 青衣路南  51號化學廢物處理中心及/或其他較偏遠位置的地點工作] | Engineering (Civil, Mechanical, Electrical, Chemical or Environmental) Degree Course Year 2 to 3 Students  工程(土木，機械，電機，化學或環境) 學士課程2至3年級學生 | Knowledge on engineering drawing, engineering design, engineering contracts and environmental monitoring  Good communication and presentation skills, good English and Chinese writing skills, as well as basic computer skill  工程圖則閱讀及繪畫，工程設計，工程合約，環境監測等知識  具良好溝通技巧及表達能力、良好中文及英文書寫能力，以及基本電腦技能 |
| PSSIP / FWRG2 | Assist in the management of daily operation of O🞌PARK1  協助管理有機資源回收中心第一期的日常運作 | Chinachem Exchange Square. 1 Hon Wan St.  Quarry Bay  [Note: will be deployed to O🞌PARK1 at 5 Sham Fung Road, Siu Ho Wan, Lantau Island and/or other relatively remote locations for work]  鰂魚涌海灣街1號華懋交易廣場  [註：會調配位於大嶼山小蠔灣深豐路5號有機資源回收中心第一期及/或其他較偏遠位置的地點工作] | Engineering (Civil, Mechanical, Electrical, Chemical or Environmental) Degree Course Year 2 to 3 Students  工程(土木，機械，電機，化學或環境) 學士課程2至3年級學生 | Knowledge on engineering drawing, engineering design, engineering contracts and environmental monitoring  Good communication and presentation skills, good English and Chinese writing skills, as well as basic computer skill  工程圖則閱讀及繪畫，工程設計，工程合約，環境監測等知識  具良好溝通技巧及表達能力、良好中文及英文書寫能力，以及基本電腦技能 |
| PSSIP / FWMG1 | O🞌PARK3 / Field Works  有機資源回收中心第三期 /工地工作 | Chinachem Exchange Square. 1 Hon Wan St.  Quarry Bay and/or other relatively remote locations for work  鰂魚涌海灣街1號華懋交易廣場及/或其他較偏遠位置的地點工作 | Engineering (Civil, Mechanical, Electrical, Chemical or Environmental)/ Environmental Science Degree Course Year 2 to 3 Students  工程(土木，機械，電機，化學或環境)/ 環境科學學士課程2至3年級學生 | Good communication and presentation skills, good English and Chinese writing skills, as well as basic computer skill  具良好溝通技巧及表達能力、良好中文及英文書寫能力，以及基本電腦技能 |
| PSSIP / FWMG2 | Yard Waste Management / Field Works  園林廢物管理 /  工地工作 | Chinachem Exchange Square. 1 Hon Wan St.  Quarry Bay and/or other relatively remote locations for work  鰂魚涌海灣街1號華懋交易廣場及/或其他較偏遠位置的地點工作 | Engineering (Civil, Mechanical, Electrical, Chemical or Environmental)/  Environmental Science Degree Course Year 2 to 3 Students  工程(土木，機械，電機，化學或環境)/ 環境科學學士課程2至3年級學生 | Good communication and presentation skills, good English and Chinese writing skills, as well as basic computer skill  具良好溝通技巧及表達能力、良好中文及英文書寫能力，以及基本電腦技能 |
| **Environmental Infrastructure Division (環境基建科)** | | | | |
| PSSIP / LDG1 | Assist in the planning, development and management of the North East New Territories (NENT) Landfill and the NENT Landfill Extension  協助規劃、發展和管理新界東北堆填區及其擴建計畫 | NENT Landfill, Ta Kwu Ling, New Territories  新界打鼓嶺新界東北堆填區 | Engineering (Civil, Mechanical or Environmental related) Degree Course Year 2 to 3 Students  工程(土木，機械或環境有關) 學士課程2至3年級學生 | Knowledge on engineering drawing, engineering design, engineering contracts, facility management, and environmental monitoring  Good communication and presentation skills as well as good English and Chinese writing skills  工程圖則閱讀及繪畫，工程設計，工程合約，設施管理，環境監測等知識  具備良好溝通技巧及表達能力及良好中文及英文書寫能力 |
| PSSIP / LDG2 | Assist in the development and management of the West New Territories Landfill  協助管理新界西堆填區 | WENT Landfill, Nim Wan, Tuen Mun  屯門稔灣新界西堆填區 | Engineering (Civil, Mechanical or Environmental related) Degree Course Year 2 to 3 Students  工程(土木，機械或環境有關) 學士課程2至3年級學生 | Knowledge on engineering drawing, engineering design, engineering contracts, facility management, and environmental monitoring  Good communication and presentation skills as well as good English and Chinese writing skills  工程圖則閱讀及繪畫，工程設計，工程合約，設施管理，環境監測等知識  具良好溝通技巧及表達能力及良好中文及英文書寫能力 |
| **Special Duties Division (特別職務科)** | | | | |
| PSSIP / WM(SD)D1 | To assist in the user acceptance test of the registration and accounting system under the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment (WPRS)  To update documentation on registered suppliers under WPRS  To update accounting procedures  協助進行廢電器電子產品生產者責任計劃的註冊和會計系統的用戶驗收測試  根據廢電器電子產品生產者責任計劃更新有關註冊供應商的文件  更新會計程序 | Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay  鰂魚涌海灣街1號華懋交易廣場 | Accounting, computer systems and related disciplines  會計，計算機系統及相關學科 | Have an analytical mind, good communication and problem solving skills  Knowledge or experience in user acceptance test of IT systems is preferred  具備分析、良好的溝通和解決問題能力  具備資訊科技系統用戶驗收測試方面的知識或經驗者優先 |
| PSSIP / WM(SD)D2 | To assist in developing the Registration and Accounting System (RAS) for charging gate fee at waste facilities. The job description included -  To learn current operation of landfill and refuse transfer station (RTS) and the proposed MSW Charging scheme and the requirements of implementing gate fee system at landfills and RTS  To propose solutions to facilitate reception of vehicles at waste facilities, e.g. using smartcards or QR codes  To review IT contractor’s submission and provide comments  協助開發註冊和會計系統，以在廢物設施徵收入閘費。工作包括 -  了解堆填區和廢物轉運站的當前運行及建議中的都市固體廢物收費計劃以及在堆填區和廢物轉運站實施入閘費制度的要求  提出解決方案，以方便車輛進出廢物設施，例如智能卡或QR碼  審核資訊科技承辦商提交的文件，並提供意見 | AIA Tower, 183 Electric Road, North Point  北角電氣道183號友邦廣場 | Computer Science, Information Engineering or other equivalent subjects  計算機科學，信息工程或其他同等學科 | Have good communication, problem solving skills and analytical mind. Preferably to have an understanding of the smart card and/or QR code specifications, workflow and technology  Experience of implementing such technology is preferred  具有良好的溝通、解決問題和分析能力。最好了解智能卡和/或QR碼規格、工作流程和技術  具備執行相關技術經驗者優先 |
| PSSIP / WM(SD)D3 | To assist in planning and conducting a survey to identify the pavement/ kerb side collection points where private waste collectors (PWCs) collect municipal solid waste (MSW) and in reviewing the progress and performance of trials on MSW charging. The job description included the following -  To develop checklist for collecting information regarding MSW disposal arrangement from residential buildings  To conduct site visits on MSW collection practice by PWCs and trials on MSW charging  To review, analyze and present the data collected from checklist and site visits regarding the disposal of MSW at kerb side for collection by PWCs and trials on MSW charging  協助規劃和進行調查以識別廢物收集商收集都市固體廢物的人行道/路邊收集點，並審查都市固體廢物收費試驗計劃的進度和性效。工作包括 -  制訂清單，以收集住宅棄置都市固體廢物有關安排的資料  對都市固體廢物收集方式進行實地考察，並進行都市固體廢物收費試驗計劃  審查、分析並報告從檢查表和實地考察中收集的數據（包括廢物收集商和都市固體廢物收費試驗計劃所收集棄置於路邊的都市固體廢物） | AIA Tower, 183 Electric Road, North Point  北角電氣道183號友邦廣場 | Science, Engineering, Social Science or other equivalent subjects  科學，工程，社會科學或其他同等學科 | Have good communication, problem solving skills and analytical mind  Proficient in using computer applications and data analysis  具備良好的溝通、解決問題和分析能力  熟練使用計算機應用程序和數據分析。 |