**Summer Internship Programme 2018**

Our internship programme provides students with an opportunity to experience the unique working environment of the Airport Authority. The programme offers placement in various departments of the Authority, allowing students to be involved in the daily operations of Hong Kong International Airport (HKIA), earn exposure through meaningful projects and gain valuable working experience. Apart from on-the-job learning, training opportunities will also be provided for the interns.

This year’s programme is now open for application. Please refer to the following table for the job specifications and requirements of each internship placement. **Deadline for online application submission is 13 April 2018.**

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| Administration (SI18-ADM01) | • Assist in reviewing the Office Security System (OSS) of the Authority  
• Review the existing mail room operation | • Undergraduate in Transport Studies, Logistics Management or other related disciplines | Link |
| Airfield (SI18-AD01) | • Collect, consolidate and analyze the data in real-time airport information sharing platform (Airport Collaborative Decision Making System) | • Undergraduate in any discipline  
• Proficient in Database applications  
• Strong analytical mindset  
• Outgoing personality, outdoor works may be required | Link |
| Airfield (SI18-AD02) | • Suggest ways to monitor Airfield contractors’ performance  
• Assist in various projects to further improve the efficiency of HKIA | • Undergraduate in any discipline  
• Good spoken and written English and Chinese  
• Good analytical skills | Link |
| Airfield (SI18-AD03) | • Review baggage service contractors’ practice and performance in baggage unloading  
• Work on Process Improvement Projects | • Undergraduate in any discipline  
• Willing to perform ad-hoc/ shift duty when required  
• Proficiency in MS Excel and data analysis is an advantage | Link |
| Airfield (SI18-AD04) | • Review the current revenue management process and identify the areas for improvement, and prepare the procedures and specifications  
• Prepare the scope of work for the improvement project | • Undergraduate in Engineering, Transport, Computer, Logistics or related disciplines  
• Good analytical skills and computer knowledge  
• Good communication and presentation skills | Link |
| Airfield (SI18-AD05) | • Provide administrative and liaison supports to Annual Aircraft Crash Exercise  
• Support trial run and implementation of new Ramp Handling License Key Performance Indicator (KPI) measurement metrics | • Undergraduate in Industrial Engineering, Quantitative Analysis or Computer Science or related disciplines  
• Proficient in MS applications, particularly in Excel  
• Good at figures, enjoy working outdoors and dealing with people | Link |
| Aviation Academy (SI18-AVA01) | • Assist in the promotion of Aviation Summer Day Camps and Certificate Programmes  
• Assist in event management  
• Coordinate with business partners on placement opportunities and solicit potential co-operation opportunities | • Undergraduate in any discipline  
• Knowledge of MS applications, Adobe Photoshop, illustrator, video-editing or html-coding is preferred  
• Good analytical skills and problem solving skills | Link |
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| Aviation Logistics (SI18-ALD01)     | • Assist in the performance audits for aviation logistics services providers  
• Provide support to the air cargo customer satisfaction survey  
• Carry out market research on the provision of aviation logistics services | • Undergraduate in any discipline  
• Proficient in MS Office applications | Link |
| Capital Works (SI18-CWD01)          | • Participate in diverse works projects  
• Assist to review site works submissions | • Undergraduate in Civil, Structural Engineering or related disciplines | Link |
| Capital Works (SI18-CWD02)          | • Participate in diverse works projects  
• Assist to review site works submissions | • Undergraduate in Electrical, Mechanical Engineering or Building Services | Link |
| Human Resources (SI18-HRD01)        | • Participate in planning and implementing various organization development and employee engagement initiatives/ activities  
• Assist in preparing training materials | • Undergraduate in Human Resources Management or related disciplines  
• Computer literacy with knowledge of video shooting and editing | Link |
| Human Resources (SI18-HRD02)        | • Support in the recruitment cycle  
• Participate in projects relating to the enhancement of existing HR processes/ systems/ practices | • Undergraduate in Human Resources Management or related disciplines  
• Computer literacy | Link |
| Information Technology (SI18-ITD01) | • Conduct data analysis and visualization development on airport operational data  
• Develop content required in the innovation lab  
• Provide testing and support on innovation projects  
• Assist in the preparation of the Technovation Conference 2018 | • Undergraduate in Computer Science, Mathematics, Statistics, Electronic Engineering, Marketing Communication or related disciplines  
• Proficient in the software tools in the areas of office productivity, data analytics, digital authoring or in software programming  
• Have keen interest in digital gadgets and latest digital innovation | Link |
| Information Technology (SI18-ITD02) | • Provide support to the research and projects related to workflow automation, mobility or analytics | • Undergraduate in Science related fields, such as Information Technology or Software Engineering  
• Proficient in the software tools in the areas of office productivity or mobile apps development | Link |
| Information Technology (SI18-ITD03) | • Conduct data analysis and visualization development on Airport Free Wi-Fi services  
• Assist in the development of the IT Operation knowledgebase  
• Develop user documentation, presentation contents and other IT-related creative writing assignments | • Undergraduate in Science related fields, such as Information Technology or Software Engineering  
• Proficient in the software tools in the areas of office productivity or mobile apps development | Link |
| Legal (SI18-LEG01)                  | • Assist Legal Counsels in conducting legal research, providing legal advices and drafting legal documents | • Undergraduate in Legal Studies or related disciplines | Link |
| Market & Connectivity Development (SI18-MCDD01) | • Review and analyze the carpark online booking and payment system  
• Conduct analysis on car park data | • Undergraduate in any discipline  
• Good interpersonal and analytical skills  
• Proficient in MS applications | Link |
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| Market & Connectivity Development (SI18-MCDD02) | • Engage in the performance monitoring of the law enforcement contractors | • Undergraduate in any discipline  
  • Good presentation skills with computer proficiency  
  • Good analytical and problem solving skills | Link |
| Market & Connectivity Development (SI18-MCDD03) | • Assist in the preparation for the commencement of the new service contract related to taxi operations and the corresponding transitional arrangements  
  • Assist in facility enhancements projects related to bus and taxi operations | • Undergraduate in Transport, Logistics, Aviation, Engineering, Statistics or related disciplines  
  • Experience in statistical analysis | Link |
| Market & Connectivity Development (SI18-MCDD04) | • Streamline the process of performance monitoring for contractor / Licensee  
  • Enhance the data processing flow of upstream check-in figures  
  • Participate in the SkyPier Marine Cargo Terminal performance study | • Undergraduate in Computer Science, Information Technology, Business or other related disciplines  
  • Knowledge in MS Word, Excel and database design  
  • Strong analytical and problem-solving skill | Link |
| Procurement (SI18-PROC01) | • Support the implementation of a cloud-based procurement system  
  • Assist in carrying out procurement activities and general office duties | • Undergraduate in Purchasing Management, Supply Management or related disciplines | Link |
| Property Development (SI18-PDD01) | • Perform the daily project planning and implementation tasks relating to the SKYCIY development project | • Undergraduate in Business Administration, Surveying or related disciplines | Link |
| Retail & Advertising (SI18-RAD01) | • Update and maintain retail data  
  • Assist in the system migration/ revamp of retail databases | • Undergraduate in Information Technology, Computer Science or related disciplines  
  • Proficient in MS applications, particularly Excel | Link |
| Retail & Advertising (SI18-RAD02) | • Engage in the summer promotion and event management  
  • Provide support to retail market research and conduct data analysis | • Undergraduate in Marketing, Communications or Business related disciplines  
  • Creative, innovative and independent with good analytical skills | Link |
| Retail & Advertising (SI18-RAD03) | • Conduct market research and data analysis on retail digital platforms  
  • Assist in planning and implementing promotion campaigns on an e-Commerce system  
  • Engage in digital marketing projects | • Undergraduate in Marketing, Communications, Business, Information Technology or Digital related disciplines  
  • Creative, innovative and independent with good analytical skills | Link |
| Safety, Security and Continuity (SI18-SSBC01) | • Assist in data analysis of the E-Safety Management System and safety assurance programme  
  • Engage in safety promotion campaigns | • Undergraduate in any discipline | Link |
<p>| Safety, Security and Continuity (SI18-SSBC02) | • Engage in security training, drills and exercises | • Undergraduate in any discipline | Link |</p>
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| Smart Airport (SI18-SMD01) | • Study HKIA mobile app’s big data and engage in the new release of application functions  
• Conduct surveys on HKIA’s passenger systems  
• Support development and testing of work improvement systems | • Undergraduate in any discipline                                              | Link |
| Smart Airport (SI18-SMD02) | • Assist in consolidating information for a mobile application  
• Assist in the implementation of work improvement projects for frontline staff  
• Conduct surveys and user acceptance tests (UATs) for projects | • Undergraduate in any discipline                                              | Link |
| Smart Airport (SI18-SMD03) | • Engage in the enhancement and implementation of the self-bag drop and self-check in project  
• Conduct surveys and user acceptance tests (UATs) for projects | • Undergraduate in any discipline                                              | Link |
| Sustainability (SI18-SUST01) | • Assist in conducting airport-wide carbon audit and inspections related to waste projects  
• Provide support to the ISO 14001 documentation and auditing | • Undergraduate in Environmental related disciplines  
• Strong analytical, research and presentation skills | Link |
| Sustainability (SI18-SUST02) | • Assist in the production of the Authority’s Sustainability Report  
• Conduct research and propose communications plan for the launch of the Report | • Undergraduate in Sustainability, Communications, Creative Media or related disciplines  
• Strong research and presentation skills | Link |
| Technical Services (SI18-TSD01) | • Assist Project Manager in managing the large scale smart CCTV core system, network and camera works project  
• Assist in site supervision and conduct site acceptance test  
• Engage in the software development and site installation of digital signage | • Undergraduate in Electronic, Information Technology or related disciplines  
• Good command of spoken & written English & Chinese | Link |
| Technical Services (SI18-TSD02) | • Assist in supervising the Building Services improvement work projects  
• Assist in preparing project progress reports | • Undergraduate in Building Services, Electrical, Mechanical Engineering or related disciplines  
• Good command of spoken & written English & Chinese | Link |
| Technical Services (SI18-TSD03) | • Assist in preparing asset replacement programme templates  
• Assist in collecting, consolidating and analyzing the data gathered from various maintenance teams | • Undergraduate in Engineering related disciplines  
• Proficient in MS Office  
• Good command of spoken & written English & Chinese | Link |
| Technical Services (SI18-TSD04) | • Assist in preparing tender and drawing as well as conducting site supervision on alteration and improvement projects  
• Assist in developing works design in accordance with users’ requirements | • Undergraduate in Architecture or related disciplines  
• Good command of spoken & written English & Chinese | Link |
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| Technical Services (SI18-TSD05) | • Provide support to Engineers on the design of civil engineering assets  
• Assist in formulating the maintenance strategy  
• Assist in the design of runway profile for the South Runway Resurfacing works | • Undergraduate in Civil Engineering  
• Good command of spoken & written English & Chinese | Link |
| Terminal 1 (SI18-T1D01) | • Carry out market research and administrative work for tender and renewal of service contract  
• Conduct housekeeping audit and prepare enhancement proposal | • Undergraduate in Business Administration, Marketing, Aviation/ Transportation, Statistics or related disciplines | Link |
| Terminal 1 (SI18-T1D02) | • Conduct market research and prepare paper work for the Airport Hosted Transfer project  
• Engage in market research and preparation for trolley management and baggage assistant services tender | • Undergraduate in Business Administration, Marketing, Aviation/ Transportation, Statistics or related disciplines | Link |
| Terminal 1 (SI18-T1D03) | • Conduct survey on passengers’ check-in behaviors  
• Suggest recommendation/ improvement areas on the check-in process | • Undergraduate in any discipline | Link |
| Third Runway (SI18-TRD01) | • Provide assistance in stakeholder engagement activities  
• Assist in performing routine environmental monitoring and audit duties for reclamation projects  
• Assist the environmental team to collect and correlate environmental / green data for environmental compliance | • Undergraduate in Environmental or related disciplines  
• Knowledge of Environmental Impact Assessment (EIA) process is preferred  
• Good command of spoken & written English & Chinese | Link |
| Third Runway (SI18-TRD02) | • Handle and review consultants’/ contractors’ submissions and works programme  
• Attend meetings with stakeholders including consultants and contractors  
• Conduct general site supervision and attend testing and commissioning activities for Three-Runway System (3RS) project | • Undergraduate in Electrical, Mechanical Engineering, Building Services or related disciplines  
• Good command of spoken & written English & Chinese | Link |
| Third Runway (SI18-TRD03) | • Handle and review contractors’ submissions and works programme  
• Attend meetings with stakeholders, consultants and contractors  
• Conduct general site supervision for Three-Runway System (3RS) project | • Undergraduate in Civil, Geotechnical, Structural Engineering or related disciplines  
• Good command of spoken & written English & Chinese | Link |
| Third Runway (SI18-TRD04) | • Handle and review consultants’/ contractors’ submissions and works programme  
• Attend meetings with stakeholders including consultants and contractors | • Undergraduate in Electronics Engineering or related disciplines  
• Good command of spoken & written English & Chinese | Link |
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| Third Runway (SI18-TRD05) | • Source the technology available in market which is suitable for airport operation  
  • Conduct general site supervision and attend testing and commissioning activities for Three-Runway System (3RS) project | • Undergraduate in Civil, Structural Engineering or related disciplines  
  • Good command of spoken & written English & Chinese | Link |
| Third Runway (SI18-TRD06) | • Review design submissions and technical reports prepared by the consultants  
  • Assist the team to carry out critical engineering tasks | • Undergraduate in Civil Engineering, Building Services or related disciplines  
  • Good command of spoken & written English & Chinese | Link |
| Treasury (SI18-TRES01) | • Involve in the calculation of the premium adjustment and modify the declaration form for Owner Control Wrap Up Insurance Program (OCWIP)  
  • Assist in handling non-critical insurance claims | • Undergraduate in Business Administration, Insurance, Risk Management or related disciplines  
  • Proficient in MS Excel  
  • Good English writing skills | Link |