

From the left: Student Lau Ho Man, Jacky
Photo with supervisors



Centre: Student Lau Ho Man, Jacky
Visiting the Independent Commission Against Corruption (ICAC)

Administrative Service Internship Programme

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What does internship mean to you? For me, the Administrative Service Internship Programme is a wonderful opportunity for self-enhancement and personal reflection. It was my great honor to be nominated by the University and chosen by the government to be the Administrative Officer (AO) intern last summer.

During the internship programme, I was assigned to work in the Eastern District Office of Home Affairs Department. My main duty was to assist in the execution of the Eastern District Signature Project Scheme – to plan and coordinate for an opening ceremony which served a thousand guests. I also helped conducting research on district administration which was related to the scope of work of the Eastern District Office. My role was to participate in the planning and implementation of two district visiting programs for Chief Secretary for Administration and Secretary for Commerce and Economic Development.

During the 3 months of work, I realized that there are lots of skills I need to learn in order to become a great civil servant. For example, I have to improve my skills on business writing, event management and presentation. I was very fortunate that my supervisor and mentor taught me a lot. I found that my event management skills have been sharpened the most within a short period of

time. I am now able to write an effective proposal to invite quotations from suppliers, as well as to prepare contingency plans for different events.

Beyond workplace, I also had a lot of great moments with other interns. There were around 50 interns in this programme and half of them were from universities overseas, such as University of Oxford, UCL, LSE, etc. Sometimes we gathered for lunch or dinner and discussed various problems happening in Hong Kong and worldwide. These discussions were always meaningful and inspiring as my intern colleagues usually came up with unique and interesting viewpoints, which I have never thought of. They enlightened me to reflect on how well I have prepared for my future career, and I knew there are always things I could have achieved more. Therefore, I am determined to equip myself further in different areas upon the completion of the AO internship programme.

To conclude, internship is a great opportunity for all of us to acquire new skills and expand our horizons. I would encourage other students to plan ahead and apply for internships next summer, with the goal to become a competent global citizen.