

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Business Expectation Statistics Section

Job Reference Number : No. 1

No. of Interns to be Recruited: 46 No. of Nominations: Up to 20

Description of Internship Programme: To assist in conducting the 2022 Annual Survey of Companies in Hong Kong with Parent Companies Located outside Hong Kong and be responsible for updating of survey frame, data collection through field visits or telephone interviews, data input, coding and validation.

Programme Commencement Date: 6 June 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 6 June 2022 to 31 August 2022 Working Hours: 44 hours per week

Office Venue: 2/F Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories Allowance per Month: HK\$ 10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Any major; Statistics / Economics /Business Administration preferred

Year of Study: Completed Year 2 or above

Specific Knowledge/Skills: 1. Able to read and write in Chinese and English, and speak fluent Cantonese, Putonghua and English
2. Knowledge of MS Office and good communication skills preferred

Work Experience (*if applicable*): Experience in conducting survey interviews preferred

Other Requirements (e.g. Extra-Curricular Activities) (*if applicable*):

1. Be permanent resident of the Hong Kong Special Administrative Region; and
2. Have Grade E or above in Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Education Examination (HKCEE) taken before 2007, or 'Level 2' in Chinese Language and English Language in HKCEE taken from 2007 to 2011, or 'Level 2' in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination from 2012 onwards, or equivalent.

APPLICATION METHOD (*may choose more than one as appropriate*)

By E-mail By JIIS
(*By mail or by fax is also acceptable.*)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (*DD/MM/YYYY*): 20 April 2022 Require Selection Interview: Yes/No*

**Post-Secondary Student Summer Internship Programme
Request Form**

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Employment Statistics and Central Register of Establishments Section

Job Reference Number : No. 2

No. of Interns to be Recruited: 8 No. of Nominations: 5

- Updating the Central Register of Establishments (CRE) based on business registration information.
- Updating the CRE for different industry sections based on various sources.
- Developing End-User Computing (EUC) programs for generating tables or summaries and performing analysis.
- Conducting User Acceptance Tests for statistical systems.

Description of Internship Programme: The above involves editing and coding of data, data entry, Internet search and database manipulation.

Programme Commencement Date: 22 June 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 22 June 2022 to 31 August 2022 Working Hours: 44 hours per week

Office Venue: 20/F Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong Allowance per Month: HK\$ 10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:

Faculty of Science / Engineering / Business or other faculties with undergraduate programmes
Statistics and/or Computing related subjects are preferable, while other subjects are also acceptable

Year of Study: Completed Year 1 or above

Specific Knowledge/Skills: Knowledge of PC applications such as Microsoft Visual Foxpro, Access and Excel will be an advantage

Work Experience (if applicable): _____

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): _____

1. Be permanent resident of the Hong Kong Special Administrative Region; and
2. Have Grade E or above in Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Education Examination (HKCEE) taken before 2007, or 'Level 2' in Chinese Language and English Language in HKCEE taken from 2007 to 2011, or 'Level 2' in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination from 2012 onwards, or equivalent.

APPLICATION METHOD (may choose more than one as appropriate)

By E-mail By JIIS
(By mail or by fax is also acceptable.)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 20 April 2022 Require Selection Interview: Yes/No*

**Post-Secondary Student Summer Internship Programme
Request Form**

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Labour Surveys Section (1)

Job Reference Number : No. 3

No. of Interns to be Recruited: 6 No. of Nominations: 3

Description of Internship Programme:

- To collect and verify statistical information through telephone interviews for the Labour Earnings Survey (Payroll);
- To perform editing on questionnaires; and
- To assist in compiling management statistics.

Programme Commencement Date: 27 June 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 27 June 2022 to 26 August 2022 Working Hours: 44 hours per week
6/F, Fortress Tower,

Office Venue: 250 King's Road, North Point, Hong Kong Allowance per Month: HK\$ 10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:

Faculty of Science / Social Science; Major in Statistics / Social Science

Year of Study: Year 2 / 3

Specific Knowledge/Skills: Good communication and language skills

Work Experience (if applicable): Fieldwork or related experiences preferable

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): _____

1. Be permanent resident of the Hong Kong Special Administrative Region; and
2. Have Grade E or above in Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Education Examination (HKCEE) taken before 2007, or 'Level 2' in Chinese Language and English Language in HKCEE taken from 2007 to 2011, or 'Level 2' in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination from 2012 onwards, or equivalent.

APPLICATION METHOD (may choose more than one as appropriate)

By E-mail By JIIS
(By mail or by fax is also acceptable.)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 20 April 2022 Require Selection Interview: Yes/No*

**Post-Secondary Student Summer Internship Programme
Request Form**

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Labour Statistics Branch (2) & (3)

Job Reference Number : No. 4

No. of Interns to be Recruited: 5 No. of Nominations: 8

Description of Internship Programme: To perform statistical work related to labour statistics and assist in the enhancement of the statistical application systems of labour surveys.

Programme Commencement Date: 27 June 2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 27 June 2022 to 26 August 2022 Working Hours: 44 hours per week
(i) 6/F Fortress Tower, 250 King's Road, North Point, Hong Kong
(ii) 11/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon

Office Venue: Kowloon Allowance per Month: HK\$ 10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:

Faculty of Science / Computer Science; Major in Statistics / Computer Science

Year of Study: Year 2 / 3

Specific Knowledge/Skills: Proficient in MS Access and Visual Basic for Applications (VBA) Programming for MS Excel.

Work Experience (if applicable): _____

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): _____

1. Be permanent resident of the Hong Kong Special Administrative Region; and
2. Have Grade E or above in Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Education Examination (HKCEE) taken before 2007, or 'Level 2' in Chinese Language and English Language in HKCEE taken from 2007 to 2011, or 'Level 2' in Chinese Language and English Language in Hong Kong Diploma of Secondary Education Examination from 2012 onwards, or equivalent.

APPLICATION METHOD (may choose more than one as appropriate)

By E-mail By JIIS
(By mail or by fax is also acceptable.)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 20 April 2022 Require Selection Interview: Yes/No*

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Statistical Information Dissemination (1) Section

Job Reference Number : No. 5

No. of Interns to be Recruited: 2 No. of Nominations: 2

Description of Internship Programme: To assist in :

- preparing and enhancing the following statistical reports and returns:
(a) *Hong Kong Annual Digest of Statistics (HKADS)*;
(b) *Hong Kong Monthly Digest of Statistics (HKMDS)*;
- preparing statistical tables in both Excel and open data format of HKADS, HKMDS and e-tables for uploading onto the C&SD website to meet the government-wide open data requirement.

Programme Commencement Date: _____ Allow Flexible Commencement Date: Yes/No*

Period of Internship: 6.6.2022 – 31.8.2022 Working Hours: 44 hours per week

Office Venue: 19/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong Allowance per Month: HK\$ 10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: _____
Faculty of Social Science/Science; Completed courses in relation to Statistics / Computing / Data Science / Mathematics is preferred

Year of Study: At least completed the second year of degree course

Specific Knowledge/Skills:

- With hands-on experience in MS Access, Excel and Word
- Proficiency in Chinese and English typing; and good command of Chinese and English

Work Experience (if applicable): _____

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): _____

APPLICATION METHOD (may choose more than one as appropriate)

By E-mail By JIJIS
(By mail or by fax is also acceptable.)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 20 April 2022 Require Selection Interview: Yes/No*

**Post-Secondary Student Summer Internship Programme
Request Form**

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Trade Statistics Processing

Job Reference Number : No. 6

No. of Interns to be Recruited: 2 No. of Nominations: 3

Description of Internship Programme: To facilitate big data project(s) carried out by the Trade Statistics Processing Section, duties include (a) data mining, (b) data cleansing and (c) model training

Programme Commencement Date: 1.6.2022 to 31.8.2022 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 6.6.2022 to 19.8.2022 Working Hours: 44 hours per week

Office Venue: 18/F, Wanchai Tower, 12 Harbour Road Allowance per Month: HK\$ 10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Statistics, Quantitative Finance, Risk Management, Economics or other Statistics-related fields of study

Year of Study: Year 2 or above

Specific Knowledge/Skills: Basic knowledge of big data analytics, preferably with programming experience in Python

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N/A

APPLICATION METHOD (may choose more than one as appropriate)

By E-mail By JIIS
(By mail or by fax is also acceptable.)

Submit Application Form for Post-Secondary Student Summer Internship Programme

Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 20 April 2022 Require Selection Interview: Yes/No*