

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Hong Kong Chu Hai College

DETAILS OF INTERNSHIP PROGRAMME

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

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

Description of Internship Programme: To assist in conducting the 2023 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: 5 June 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 5 June 2023 to 31 August 2023 Working Hours: 44 hours / week

Office Venue: 2/F Tsuen Wan Government Offices, 38 Sai Lau
Kok Road, Tsuen Wan, New Territories Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

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

Year of Study: Completed the second year of degree course 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 JIJS
(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): 7 April 2023 Require Selection Interview: Yes/No*

RECRUITMENT SCHEDULE (for institution's reference only, action work plan may need to be adjusted)

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	
Conducting selection interviews (if applicable)	10, 11, 12 and 15 May 2023
Informing applicants of the results	24 May 2023
Commencement of internship	5 June 2023