

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,
Employment Statistics and Central Register of
Establishments Section

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

Description of Internship Programme:

- Updating the Central Register of Establishments (CRE) based on business registration information.
- Updating the CRE for different industry sections based on various sources.
- Assisting in developing End-User Computing (EUC) programs for generating tables or summaries and performing analysis, as well as drafting user manuals.
- Conducting User Acceptance Tests for statistical systems.

The above involves editing and coding of data, data entry, Internet search and database manipulation.

Programme Commencement Date: <u>23 June 2023</u>	Allow Flexible Commencement Date: <u>Yes/No*</u>
Period of Internship: <u>23 June 2023 to 31 August 2023</u>	Working Hours: <u>44 hours / week</u>
Office Venue: <u>20/F Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong</u>	Allowance per Month: <u>HK\$11,200</u>

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:
Faculty of Science / Engineering / Business or other faculties; Major in Statistics and/or Computing related subjects are preferable, while other subjects are also acceptable

Year of Study: N/A

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*: _____
7 April 2023

Deadline for Application (DD/MM/YYYY): _____ 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)	15 May 2023
Conducting selection interviews (if applicable)	22-25 May 2023
Informing applicants of the results	5 June 2023
Commencement of internship	23 June 2023