

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,
Labour Statistics Branch (2) and (3)

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 system of labour
surveys

Programme Commencement Date: 26 June 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 26 June 2023 to 25 August 2023 Working Hours: 44 hours / week

Office Venue: (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 Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Faculty of Science / Computer Science; Major in Statistics / Computer Science

Year of Study: Year 2 or 3

Specific Knowledge/Skills: Proficient in MS Access, Visual Basic for Applications (VBA)
Programming for MS Excel and statistical computer software (e.g.
Python/SAR/R)

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)	Mid-May 2023
Conducting selection interviews (if applicable)	End of May 2023
Informing applicants of the results	Mid-June 2023
Commencement of internship	26 June 2023