

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,
Statistical Information Dissemination (1) Section

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

Description of Internship Programme: To assist in

- preparing and enhancing the statistical digests, including but not limited to
 - (a) Hong Kong Annual Digest of Statistics (HKADS); and
 - (b) Hong Kong Monthly Digest of Statistics (HKMDS);
- compiling statistical tables for HKADS and HKMDS in both Excel and open data format in accordance to the government-wide open data requirements.

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

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

Office Venue: 19/F, Wanchai Tower, 12 Harbour Road,
Wan Chai, Hong Kong Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

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

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

Specific Knowledge/Skills: With hands-on experience in MS Excel, Word and Access; 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 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)	8 May 2023
Conducting selection interviews (if applicable)	15-17 May 2023
Informing applicants of the results	29 May 2023
Commencement of internship	5 June 2023

