

Post-Secondary Student Internship Programme [6-month intern] Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): The Treasury (TAB/RASD/RAS2)

No. of Interns to be Recruited: 2 No. of Nominations: 6 (from each institution)

Description of Internship Programme: (a) To assist in the daily operations, reconciliation and compilation of statistics of revenue exercise and system testing of General Demand Note System (GDNS). or (b) To assist in tasks in relation to the implementation of Electronic Recordkeeping System (ERKS); support records management for office relocation and administration support duties.

Description of Internship Programme: _____

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

Period of Internship: 6 months (June 2023 to November 2023) Working Hours: 44 hours/week

Office Venue: 29/F, Immigration Tower
7 Gloucester Road, Wan Chai Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Accounting or Finance related

Year of Study: Year 2 or Year 3 in 2023-24 school year (non-final year)

Specific Knowledge/Skills: (i) Good communication skills in written English; and
(ii) Proficiency in using Microsoft Office & Microsoft Excel

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

☒ **Submit Application Form for Post-Secondary Student Summer Internship Programme through the institution**

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

Deadline for Application (DD/MM/YYYY): 25 April 2023 Require Selection Interview: Yes/No*