

Post-Secondary Student Summer Internship Programme [3-month intern] Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): The Treasury
(Treasury Accounts Branch – SFS)

No. of Interns to be Recruited: 1 No. of Nominations: 3 (from each institution)

Description of Internship Programme: _____

To assist in setting up a database for past records enabling easy extraction of documents.

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

Period of Internship: 3 months (June 2023 to August 2023) Working Hours: 44 hours/week

Office Venue: 28/F, Immigration Tower
7 Gloucester Road, Wan Chai Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Major in Accounting, Finance, Computer Science or Information System-related

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

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

(iii) Knowledge of database programming

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*