

## **Non-Civil Service Vacancy**

### **Working Family and Student Financial Assistance Agency**

**Position (1): Summer Intern – General Administration**

**Position (2): Summer Intern – Finance**

**Position (3): Summer Intern – Information Technology**

**Salary: HK\$11,200 per month**

#### **Entry Requirements:**

Applicants should –

1. be permanent residents of the Hong Kong Special Administrative Region;
2. be students in the 2022/23 academic year (except final year graduates) studying full-time Bachelor's degree programmes offered by local/non-local post-secondary institutions;
3. have attained Level 3 or above in both Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or equivalent;
4. be proficient in both written and spoken English and Chinese; and
5. be proficient in using Microsoft Office applications.

**Supporting Documents:** Applicants must provide the supporting documents proving that they have attained the above-mentioned academic qualifications when submitting application forms. Applications will not be considered if the applicants fail to provide the relevant supporting documents.

#### **Note:**

1. Late or incomplete applications, or applications submitted by e-mail, fax, or not made in the prescribed form will NOT be considered.
2. Candidates who are selected for interview will normally receive an invitation within six to eight weeks from the closing date for application. Interview will be held in early June 2023. Those who are not invited for interview may assume that their applications are unsuccessful.
3. No alternative arrangements will be made for those who failed to attend the interview and their applications will NOT be further processed.

**Duties:****(1) Summer Intern - General Administration**

- (a) To assist in reviewing publicity and promotional materials, contents of the official website, etc. for various financial assistance schemes of the department;
- (b) To assist in matters related to scheme administration, updating relevant guidelines and manuals as well as conducting user acceptance tests for system enhancement;
- (c) To assist in handling general enquiries related to financial assistance schemes and the application arrangement at locations such as service counters and promotional booths;
- (d) To compile statistical reports and perform data analysis and to assist in reviewing the workflow of the e-service and Chatbot and formulating enhancement measures;
- (e) To assist in preparation of training materials; to collect and collate feedbacks from staff and management on the training courses being organised by the department and to provide support and offer suggestions on the departmental training plan; and
- (f) To provide support on matters relating to general office administration, records management, human resources, etc.

**(2) Summer Intern - Finance**

**(applicants majoring in Business Administration or other related disciplines will be accorded with higher priority)**

- (a) To assist in preparing and analysing data related to student loans and payment, and compiling corresponding statistical reports for different types of loan accounts;
- (b) To assist in handling repayment by instalments cases and related reports; and
- (c) To assist in performing independent check of payment data and to prepare bank reconciliation and system reconciliation reports.

**(3) Summer Intern - Information Technology**

**(applicants majoring in Information Technology or other related disciplines will be accorded with higher priority)**

- (a) To assist in system development and maintenance;
- (b) To provide support on IT operation and assist in the implementation of IT-related projects; and
- (c) To evaluate and perform study of new hardware, software and technologies.

**Working Locations:**

Summer Interns will be assigned to work in one of the following locations:

Working Family Allowance Office:

- (1) 181 Hoi Bun Road, Kwun Tong, Kowloon
- (2) 180 Wai Yip Street, Kwun Tong, Kowloon

Student Finance Office:

- (1) Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon
- (2) Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon
- (3) One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon
- (4) Kwai Hing Government Offices, 166-174, Hing Fong Rd, Kwai Chung
- (5) CDW Building, 388 Castle Peak Road, Tsuen Wan

**Terms of Appointment:**

Summer interns are appointed under non-civil service contract terms for around 2 months from July to August 2023 (depending on office exigencies, the actual employment period for different cases may vary). Summer interns are normally required to work 44 hours per week and may also be required to work irregular hours, during weekends or public holidays, subject to exigency of services. Overtime work, where necessary, will be compensated by time-off in lieu.

**Fringe Benefit:**

Rest day, statutory holidays, general holidays, sickness days, where appropriate, will be granted to successful candidates in line with the provisions of the Employment Ordinance (Cap. 57 of the Laws of Hong Kong).

**How to Apply:**

- (a) Hong Kong students studying in local post-secondary institutions should apply through the Student Affairs Offices/Career Centres of their respective institutions. They are advised to note the deadlines set by the

respective institutions.

- (b) Students studying in non-local post-secondary institutions (excluding students of local post-secondary institutions who are currently participating in exchange programmes at tertiary institutions outside Hong Kong) should complete their application forms which can be downloaded from the website of the Civil Service Bureau (<http://www.csb.gov.hk/english/admin/appoint/782.html>).

Completed application forms together with copies of official transcript of studies and the certificates of their student status are required to reach the Enquiry Address by post on or before the closing date (according to postmark). Please specify on the envelope "Application for the Post-Secondary Student Summer Internship Programme 2023".

If the application is submitted by post, please affix sufficient postage. Insufficient postage will lead to non-delivery of the application documents to the Enquiry Address.

- (c) The post interested should be clearly marked on the application form. Applicants can only apply for one post.
- (d) Applicants are reminded to provide a valid email address in their application forms to facilitate communication.
- (e) Applications which are late or incomplete/without the relevant supporting documents or submitted by fax/email will not be considered. On-line application is not accepted.

### **Closing Date for Application:**

30 March 2023

### **General Notes:**

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is

open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

- (c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment interview.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to any further shortlisting criteria. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government's policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at [www.csb.gov.hk](http://www.csb.gov.hk) under "Administration of the Civil Service – Appointments".
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the mailing address as indicated below.

**Personal Information Collection Statement:**

- (a) The personal data provided in application forms will be used for recruitment and other employment-related purposes. It may be provided to

Government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the Government, e.g. qualification assessment, medical examination, employer's reference and integrity checking etc, as necessary. Information on unsuccessful candidates will normally be destroyed 12 months after the completion of the recruitment exercise.

- (b) Your provision of all the personal data requested for application of this post is obligatory. Your application will not be considered if you fail to provide all information as requested; or it is not clear from your statement that you have the minimum qualifications, working experience, or other requirements specified for the job; or you failed in the integrity checking.
- (c) You are required to notify your respective institutions or this Agency immediately if there are any subsequent changes to the information provided after the submission of your application forms. For correction of or access to personal data after submission of application forms, please contact our colleague at the below telephone number.

**Department Website:**

<https://www.wfsfaa.gov.hk/en/index.htm>