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| **Summer Intern** *(BE)* | • To assist in conducting the 2019 Annual Survey of Companies in Hong Kong with Parent Companies Located outside Hong Kong; and  
• To be responsible for updating of survey frame, data collection through field visits or telephone interviews, data input, coding and validation | • Major in Statistics/ Economics /Business Administration;  
• Completed the second year of degree course;  
• Knowledge of MS Office, good communication skills and experience in conducting survey interviews preferred; and  
• Able to read and write in Chinese and English, and speak fluent Cantonese, Putonghua and English | Mid May 2019 |
| **Summer Intern** *(E&C)* | To assist in:  
• Conducting User Acceptance Tests for statistical systems;  
• Annual study on selected industries;  
• Updating of Central Register of Establishments (CRE) based on records of the Business Registration Office;  
• Updating of lists of educational, social welfare institutions, charity organisations and trade unions based on various sources;  
• Developing End-User Computing (EUC) programs for generating tables or summaries and performing analysis  

The above duties involve database manipulation, coding and editing of data, data entry and internet search | • Faculty of Science/Engineering/Business;  
• Major in Statistics/Computing;  
• Completed the second/third/fourth year of degree course; and  
• With knowledge in PC applications such as Microsoft Visual Foxpro, Access and Excel | Mid-May 2019 |
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| Summer Intern (ESS) | To assist in:  
  • Enhancing statistical tables published by Census and Statistics Department and providing data in open format (e.g. CSV, XML);  
  • Updating the dataset inventory of C&SD Website and that of DATA.GOV.HK;  
  • To assist in enhancement / revamp projects of the C&SD Website and other IT systems in relation to data dissemination;  
  • To perform any other duties regarding open data, statistical data dissemination and relevant IT systems as required | • Major in Statistics/ Data Science/ Decision Analytics/ Computer Science;  
  • Completed the second year of degree course; and  
  • Knowledge in data management/ web programming/ VBA programming would be an advantage | Mid-May 2019                                                                                           |
| Summer Intern (LP)   | To develop summary checking tools for data dissemination of an annual economic survey                                                                                                                                                  | • Major in Statistics/ Mathematics/ Business Management/ Computing;  
  • Completed the first year of degree course; and  
  • Knowledge in MS Office | End-May 2019                                                                                           |
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| **Summer Intern (LS(1)_Post A)** | • To collect and verify statistical information through telephone interviews for the Labour Earnings Survey (Payroll);  
  • To perform editing on questionnaires; and  
  • To assist in compiling management statistics                                                              | • Faculty of Social Science/Science;  
  • Major in Social Science/Statistics;  
  • Completed the second/third year of degree course; and  
  • Good communication and language skills; and  
  • Working experience related to fieldwork preferred                                                             | End May 2019               |
| **Summer Intern (LS(1)_Post B)** | • To assist in the enhancement of the statistical application systems of the fieldwork management of labour surveys | • Faculty of Science/ Computer Science;  
  • Major in Statistics/ Computer Science;  
  • Completed the second/third year of degree course; and  
  • Proficient in MS Access and Visual Basic for Applications (VBA) Programming in MS Excel                    | End May 2019               |
| **Summer Intern (LS(2))**     | • To assist in the refinement of the assignment allocation system for the surveys under the purview of the Labour Statistics Branch (2); and  
  • To modify the management control system for the fieldwork of the Labour Statistics Branch (2) | • Faculty of Science/Computer Science;  
  • Major in Information Technology/Computer Science;  
  • Completed the second/third year of degree course; and  
  • Proficient programming skills using Visual Foxpro, and VBA programming for MS Access and Excel                | End May 2019               |
| Job Title                  | Brief Job Description                                                                                                                                                                                                 | Field of Study / Knowledge / Year of Study / Language requirements                                                                                                                                                                                                 | Tentative Date of Interview |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summer Intern (SID)       | To assist in:  
  ✦ preparing and enhancing the following statistical reports and returns:  
  - *Hong Kong Annual Digest of Statistics (HKADS)*;  
  - *Hong Kong Monthly Digest of Statistics (HKMDS)*; and  
  - *Hong Kong in Figures (HKIF)*;  
  ✦ preparing statistical tables in both Excel and open data format of HKADS, HKMDS & HKIF for uploading onto the C&SD website to meet the government-wide open data requirement.  
  ✦ preparing template of statistical tables and updating data contained in the Appendix of the *Hong Kong Yearbook* using InDesign                                                                                                                                                 | ✦ Completed courses in relation to Statistics / Computing / Data Science / Mathematics is preferred  
  ✦ At least completed the second year of degree course;  
  ✦ With hands-on experience in MS Access, Excel and Word; and  
  ✦ Proficiency in Chinese and English typing; and good command of Chinese and English                                                                                                                                          | Late May 2019                                                                                     |
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<td>Summer Intern (WL(2))</td>
<td>• To conduct desktop research on the implementation of statutory minimum wage in different economies, and • To assist in logistics operation and system enhancement of Survey of Salaries and Employee Benefits – Managerial and Professional Employees (Excluding Top Management) and Annual Earnings and Hours Survey</td>
<td>• Major in Statistics; and • With knowledge in SAS and MS Access</td>
<td>Early June 2019</td>
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