

**Appendix I**

<b>Job Title</b>	<b>Brief Job Description</b>	<b>Field of Study / Knowledge / Year of Study / Language requirements</b>	<b>Tentative Date of Interview</b>
<b>Summer Intern (BE)</b>	To assist in conducting the 2025 Annual Survey of Companies in Hong Kong with Parent Companies Located outside Hong Kong and be responsible for updating of survey frame, data collection through field visits or telephone interviews, data input, coding and validation.	<ul style="list-style-type: none"><li>♦ Any Major;</li><li>♦ Completed the first year of degree course;</li><li>♦ Able to read and write in Chinese and English, and speak fluent Cantonese, Putonghua and English;</li><li>♦ Knowledge of MS Office and good communication skills preferred; and</li><li>♦ Experience in conducting survey interviews preferred.</li></ul>	Early May 2025
<b>Summer Intern (SID(1))</b>	<p>To assist in:</p> <ul style="list-style-type: none"><li>♦ preparing and enhancing the statistical digests, including but not limited to:<ul style="list-style-type: none"><li>(a) <i>Hong Kong Annual Digest of Statistics (HKADS)</i>; and</li><li>(b) <i>Hong Kong Monthly Digest of Statistics (HKMDS)</i>.</li></ul></li><li>♦ compiling statistical tables for HKADS and HKMDS in both Excel and open data format in accordance to the government-wide open data requirements.</li></ul>	<ul style="list-style-type: none"><li>♦ Faculty of Social Science/Science;</li><li>♦ Completed courses in relation to Statistics / Computing / Data Science / Data Analytics / Mathematics is preferred;</li><li>♦ At least completed the second year of degree course;</li><li>♦ With hands-on experience in MS Excel, Word and Access; and</li><li>♦ Proficient in Chinese and English typing, and good command of Chinese and English.</li></ul>	Early April 2025

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<b>Summer Intern (SID(2))</b>	Assist with the user acceptance testing of the Chatbot and Dashboards projects; and discover automation tools for testing Chatbot and Dashboards.	<ul style="list-style-type: none"><li>♦ Faculty of Science;</li><li>♦ Completed courses in relation to Statistics/Computing/Data Science/Data Analytics/Mathematics/Computer Science is preferred;</li><li>♦ At least completed the second year of degree course;</li><li>♦ With hands-on experience in MS Excel (including VBA), MS Word, MS Access and Python;</li><li>♦ Proficient in Chinese and English typing; and</li><li>♦ Good command of Chinese and English.</li></ul>	Early April 2025
<b>Summer Intern (TSB(1)&amp;(2))</b>	To support ad-hoc projects undertaken by the Trade Statistics Branches, which may include following nature of duties: <ul style="list-style-type: none"><li>♦ Analyse trade-related data;</li><li>♦ Implement and enhance machine learning models; or</li><li>♦ Conduct subject matter research on trade-related topics.</li></ul>	<ul style="list-style-type: none"><li>♦ Major in Data Science / Statistics / Computer Science / Quantitative Finance / Risk Management / Actuarial Science is preferred;</li><li>♦ Year 2 or 3; and</li><li>♦ Experience in artificial intelligence (AI) and any of the following programming languages (Python, R, SQL) will be a plus.</li></ul>	Early April 2025

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<b>Summer Intern (DScB)</b>	<ul style="list-style-type: none"><li>♦ Providing support in data validation, data processing, data exploration and visualisation for data science applications;</li><li>♦ Providing support in the development, evaluation and deployment of data science applications;</li><li>♦ Preparing documentations for data science applications; and</li><li>♦ Providing support in developing data science tutorials / toolkits for application within the Department.</li></ul>	<ul style="list-style-type: none"><li>♦ Major in Data Science / Statistics / Artificial Intelligence / Decision Analytics is preferred;</li><li>♦ At least completed the second year of degree course; and</li><li>♦ Proficient in Programming using Python.</li></ul>	Mid-April 2025
<b>Summer Intern (CRE)</b>	<ul style="list-style-type: none"><li>♦ Updating the Central Register of Establishments (CRE) based on business registration information;</li><li>♦ Updating the CRE for different industry sections based on various sources and conducting relevant research studies; and</li><li>♦ Assisting in developing End-User Computing (EUC) programs for generating tables or summaries and performing analysis, as well as drafting user manuals.</li></ul> <p>The above involves editing and coding of data, data entry, internet search and database manipulation.</p>	<ul style="list-style-type: none"><li>♦ Faculty of Science / Engineering / Business or other faculties;</li><li>♦ Major in Statistics and/or Computing related subjects are preferable, while other subjects are also acceptable; and</li><li>♦ Knowledge of PC applications such as Python, VBA in Access and Excel will be an advantage.</li></ul>	Mid-April 2025

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<b>Summer Intern (LSB (2), (3) &amp; (4))</b>	<ul style="list-style-type: none"><li>♦ To perform statistical work related to labour and demographic statistics, and assist in the enhancement of the relevant statistical application systems.</li></ul>	<ul style="list-style-type: none"><li>♦ Faculty of Science / Computer Science;</li><li>♦ Major in Statistics / Computer Science;</li><li>♦ Year 2 or 3; and</li><li>♦ Proficient in MS Access, Visual Basic for Applications (VBA) Programming for MS Excel and statistical programming languages (e.g. Python/SAS/R).</li></ul>	Mid-April 2025
<b>Summer Intern (LS(1)&amp;(2))</b>	<ul style="list-style-type: none"><li>♦ To collect and verify statistical information through telephone interviews for the Labour Earnings Survey (Payroll Enquiry) and/or the Quarterly Survey of Employment and Vacancies;</li><li>♦ To perform editing on questionnaires; and</li><li>♦ To assist in compiling management statistics.</li></ul>	<ul style="list-style-type: none"><li>♦ Faculty of Science / Social Science / Business;</li><li>♦ Major in Statistics / Social Science / Business;</li><li>♦ Year 2 or 3;</li><li>♦ Good communication and language skills (able to read and write Chinese and English and speak fluent Cantonese, Putonghua and English); and</li><li>♦ Fieldwork or related experiences preferable.</li></ul>	Mid-April 2025