

**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 2024 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 second 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>	9, 10, 13 and 14 May 2024
<b>Summer Intern (SID(1))</b>	To assist in: <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 Access, Excel and Word; and</li><li>♦ Proficient in Chinese and English typing, and good command of Chinese and English.</li></ul>	13-17 May 2024
<b>Summer Intern (TSB(2))</b>	To facilitate big data projects carried out by the Trade Statistics Branch (2), duties include:- <ul style="list-style-type: none"><li>(a) web scrapping;</li><li>(b) data analytics; and</li><li>(c) model training.</li></ul>	<ul style="list-style-type: none"><li>♦ Penultimate year university students majoring in Statistics-related fields, including Statistics, Data Science, Computer Science, Quantitative Finance, Risk Management, Actuarial Science, etc.; and</li><li>♦ Experienced in programming languages, such as Python, R, SQL, basic knowledge of big data analytics will be a plus.</li></ul>	24 May 2024

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<b>Summer Intern (TA&amp;TRA(1))</b>	<ul style="list-style-type: none"><li>♦ To enhance the existing computer program used in macro-review of external merchandise trade statistics; and</li><li>♦ To conduct research on cloud computing, and assist in the model deployment in trade declaration system using cloud.</li></ul>	<ul style="list-style-type: none"><li>♦ Faculty of Science/ Engineering;</li><li>♦ Major in Statistics/ Risk Management/ Mathematics/ Computer Science;</li><li>♦ Year 2 or 3; and</li><li>♦ Hands-on experience in using Python, SAS, Excel VBA preferred.</li></ul>	End-May 2024
<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;</li><li>♦ Assisting in developing End-User Computing (EUC) programs for generating tables or summaries and performing analysis, as well as drafting user manuals; and</li><li>♦ Conducting User Acceptance Tests for statistical systems.</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 Subject: 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>	13-17 May 2024

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<b>Summer Intern (DA)</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 / Decision Analytics is preferred;</li><li>♦ At least completed the third year of degree course; and</li><li>♦ Proficient in Programming using Python.</li></ul>	10 May 2024
<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/SAR/R).</li></ul>	End-May 2024
<b>Summer Intern (LS(1))</b>	<ul style="list-style-type: none"><li>♦ To collect and verify statistical information through telephone interviews for the Labour Earnings Survey (Payroll Enquiry);</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;</li><li>♦ Major in Statistics / Social Science;</li><li>♦ Year 2 or 3;</li><li>♦ Good communication and language skills; and</li><li>♦ Fieldwork or related experiences preferred.</li></ul>	End-May 2024