**Annex D**



**Hong Kong Economic and Trade Office**

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**“ASEAN Internship Scheme for Hong Kong Higher Education Students” 2023**

**Job Description Form**

1. **Information of Host Organisation**

Name of Host Organisation: Click here to enter text.

Company Address: Click here to enter text.

 Click here to enter text.

Website: Click here to enter text.

Company Overview: Click here to enter text.

Nature of Business: Click here to enter text.

Is your organisation offering other internship places outside the context of our Scheme? If yes, please provide the name of the scheme and the nature of internship places offered/to be offered.

 [ ]  Yes / [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| [ ]  Accounting | [ ]  Government-related agency/ Public Organisation | [ ]  Pharmaceutical/ Medical/  Health |
| [ ]  Shipping/Aviation/ Transport/ Logistics | [ ]  International Organisation | [ ]  Property Development/  Real Estate |
| [ ]  Banking/ Finance/ Insurance | [ ]  Management Consulting | [ ]  Retail/ Trading |
| [ ]  Construction | [ ]  Manufacturing | [ ]  Think tank |
| [ ]  Entertainment/ Hospitality/  Tourism | [ ]  Marketing/ Market Research | [ ]  Technology |
| [ ]  Education/ Training/ Research | [ ]  Media/ Advertising/  Public Relations | [ ]  Telecommunication |
| [ ]  Engineering | [ ]  Multi-industry Conglomerates | Others (Please Specify)Click here to enter text. |

1. **Internship Arrangement**

**Note:**

1. Please fill in the job specifications in detail to help streamline the selection process.
2. Please add more sections if you are offering multiple positions with different job scopes.

|  |  |
| --- | --- |
| **Internship title/ position:**Click here to enter text.**Department:**Click here to enter text.**Reports to:**Click here to enter text.**Number of Interns to be accepted:**Click here to enter text.**Internship Country:**Click here to enter text.**Internship City:**Click here to enter text.**Duration of internship:***(please state minimum and maximum duration, if any)*Click here to enter text.**Work location:** *(please list out all if more than one)*Click here to enter text. | **Job Summary:*** Click here to enter text.

**Key duties and responsibilities:** * Click here to enter text.
* Click here to enter text.
* Click here to enter text.
* Click here to enter text.
* Click here to enter text.

**Additional duties (if any):** * Click here to enter text.
* Click here to enter text.
* Click here to enter text.

**Possible challenges:** *(e.g. Environmental conditions, irregular hours, etc.)** Click here to enter text.
* Click here to enter text.
* Click here to enter text.
 |
| **Essential:***(e.g. Qualifications, relevant knowledge, field and year of study, basic skills and competencies)* | * Click here to enter text.
* Click here to enter text.
* Click here to enter text.
 |
| **Desirable:***(e.g. Physical requirements, additional skills)* | * Click here to enter text.
* Click here to enter text.
* Click here to enter text.
 |

|  |  |
| --- | --- |
| **Language(s) required:**(Please tick where appropriate) | Spoken language(s) |
| [ ]  *English* | [ ]  *Mandarin* |
| [ ]  *Others:* Click here to enter text. |
| Written language(s) |
| [ ]  *English* | [ ]  *Chinese* |  |
| [ ]  *Others:* Click here to enter text. |
| **Working days:** Click here to enter text. | **Working hours:** Click here to enter text.*(Per day)* |
| Please tick to indicate your preference: |
| [ ]  | Apart from local Hong Kong university undergraduate students, we will also consider full-time post-graduate / non-local\* students studying in the participating Hong Kong Institutions for the vacanc(ies). *[\* Delete where inappropriate]* |

|  |
| --- |
| Please tick the corresponding box and specify the details if your organisation would provide any of the followings, which are **optional** under the Scheme: |
|  |  |  |  |
| [ ]  Accommodation | Click here to enter text. | [ ]  Insurance | Click here to enter text. |
| [ ]  Transportation | Click here to enter text. | [ ]  Visa | Click here to enter text. |
| [ ]  Others (e.g. honorarium, meal) | Click here to enter text. |

1. **Contact Details**

|  |  |
| --- | --- |
| Name of Host Organisation: | Click here to enter text. |
| Contact Person: | Click here to enter text. |
| Job Title: | Click here to enter text. |
| E-mail Address: | Click here to enter text. |
| Telephone (with area code): | Click here to enter text. |
| Fax: | Click here to enter text. |