

B. Internship Arrangement

Internship title/position: Intern

Number of Interns to be Accepted: 2

Internship City and Country: Washington DC, USA

Duration of internship: 4-8 weeks between early May to end Aug 2016

Job Specifications:

- To help conduct research on various subjects, including US political situation, congressional affairs and other issues of interest.
- To assist in the preparation and implementation of events and promotional activities organized by the HKETO.
- To take part in seminars and workshops on subjects relevant to the work of the HKETO and prepare summaries/reports as needed.
- To help collate information about major political, economic and trade developments in the US and Hong Kong.
- To assist in updating the master database of contacts of HKETO and other ad hoc office administration projects/ duties.

Requirements on the interns:

(e.g. field and year of study of student, computer knowledge and relevant skills)

- Good written and verbal communication in English and Chinese / Mandarin
- Good interpersonal skills
- Good computer skills (Microsoft word, excel, PowerPoint and Access)
- Project implementation experience
- HKETO interns are expected to abide by the HKETO's and the Hong Kong Special Administrative Region Government's policies on handling confidential information. Interns must keep in the strictest confidence any and all information which they obtain from any source concerning the activities or affairs of the HKETO and/or the HKSARG.

Working hours:

√ 8:45 am – 5:45 p.m. from Monday to Friday (including a one-hour lunch break), varies by assignment, flexible hours

Please tick the corresponding box and specify the details if your organization would provide any of the following which are **optional** under the Program: **None**

<input type="checkbox"/> Accommodation		<input type="checkbox"/> Transportation	
<input type="checkbox"/> Wages/Salary		<input type="checkbox"/> Others (e.g. meal)	

*Note: Please return completed form to Miss Gillian Lam by email
(gillian_lam@hketowashington.gov.hk)*

- Thank You! -