



Financial Services Development Council

The Financial Services Development Council (“FSDC”) was established by the HKSAR Government in January 2013. The FSDC engages the financial services industry of Hong Kong and formulates proposals to promote the further development of the industry and map out the strategic direction for the development of Hong Kong as an international financial centre.

Summer Internship Programme 2021 (Ref: SI-2021)

Key Responsibilities

1. To assist in collecting information and compiling statistics for research projects and studies;
2. To provide logistic support in conferences, workshops, seminars and other events; and
3. To provide administrative support through arranging meeting schedules, drafting paperwork and assist the team in daily finance and HR operations.

Requirements

1. Undergraduates, preferably in their penultimate year of study, or students enrolled in Master Degree courses, majoring in Finance or Business-related disciplines;
2. Fluent command of both spoken and written English and Chinese;
3. Team player with good communication and interpersonal skills; and
4. High proficiency in computer knowledge and skills, such as the use of MS Office and other research applications.

Terms of Appointment & Package

The internship period will normally last for 4 to 8 weeks, between June to August.

How to Apply

Interested candidates please send by email the following information **on or before 12 May 2021** to recruitment@fsdc.org.hk.

- a) Please indicate if you have participated in FSDC's Talent Amplifier Programme (TAP) before;
- b) Please select your preference of the following function teams within FSDC in a ranking order - Policy Research team; Market Promotion team; Corporate Development and Administration team;
- c) A letter of application, in no more than 300 words explaining why you would like to apply for this position and what do you want to achieve from it; and
- d) A curriculum vitae, in no more than 2 pages, setting out the academic qualifications (stating the cumulative GPA out of full CGPA), working experience and the available period.

Applicants not invited for an interview within 4 weeks from the closing date may consider their applications unsuccessful. For enquiries, please call 2493 1313.