



The Equal Opportunities Commission (EOC) is now inviting interested students to join our Summer Internship Programme as **Summer Intern**. The programme aims to provide practical work experience and skills to students, while enhancing their understanding of equal opportunities issues and the work of the EOC that will be conducive to their future career.

## **Summer Intern**

### **Requirements**

- Full-time students pursuing or about to pursue a post-secondary education programme
- Referred by their universities / educational institutions
- Self-motivated; strong interest in the work of the EOC; good organisation skills and attentive to details
- Good command of English and Chinese
- Computer literacy in software applications including Microsoft Office (Word, Excel and PowerPoint)

### **Job Nature**

The Summer Intern will work in the **Corporate Planning & Services Division** of the EOC and will be responsible for the following:

- conduct analysis and reviews research of specific topics or issues, including preparation and collation of research materials
- assist in projects assigned
- perform administrative duties such as preparing documents, presentation materials and drafting papers/notes of meeting, etc.
- maintain databases and proper documentation
- day-to-day coordination and office duties, including any other duties as assigned

*(Note: The selected summer intern will be assigned a mentor who will provide guidance and appraise the intern's performance throughout the internship.)*

### **Sponsorship**

HK\$600 per week

### **Duration**

Around six to eight consecutive weeks within June to August 2024 at the EOC office.

### **Application**

The application should include a curriculum vitae with a cover letter of no more than 400 words from the applicant stating his/her reasons for joining the EOC and goals as a summer intern, and a recommendation letter from the applicant's university/educational institution. The application should be sent to the Director (Corporate Planning & Services), Equal Opportunities Commission, 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong **on or before 24 April 2024**.

Shortlisted applicants will normally be contacted in around 6 weeks from the closing date of application. Applicants who are not contacted may assume their applications unsuccessful. The information provided will be treated in strict confidence and will be used for employment purposes only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information about the EOC, please visit our website at <http://www.eoc.org.hk>.