

HKMA – Digitalisation Office (DO)

About the company

The DO has been set up as a Centre of Excellence within the HKMA for the purposes of

1. setting digitalisation and data science governance frameworks, standards, policies and best practices;
2. identifying opportunities to showcase data science applications;
3. promoting and driving data science literacy and awareness throughout the organisation;
4. coordinating digitalisation projects.

Name of Department(s) offering internship positions:

Digitalisation Office (DO)

Internship Duration: 13 months

Internship Period: 06 / 2024 - 06 / 2025

Intern's Job Description

Job Duties:

- Develop and maintain process documentation, including workflows, technical specifications, and test plans.
- Collaborate with cross-functional teams to ensure seamless integration of RPA solutions.
- Perform testing, debugging, and troubleshooting of RPA workflows to ensure accuracy and efficiency.
- Monitor and maintain RPA solutions, perform system upgrades, and implement enhancements as required.
- Provide training and support to end-users on the usage of RPA solutions.

Requirements:

(A) Education Background:

- Undergraduate students

(B) Discipline Preferred:

- Data analytics, statistics, data science, computer science or quantitative subjects

(C) Technical Skills:

- Knowledge of version control systems (e.g., Git) for managing RPA code.)
- Strong problem-solving and analytical skills

(D) Language Proficiency:

- Good command of both written and spoken English and Chinese

(E) Others:

- Good interpersonal skills with ability to prioritise, multitask and follow established procedures to attain positive results.

Enquiry email (if any): N/A

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Intern's Job Description

Job Duties:

- Contribute to the next generation of the Data analytics with a focus on:
 - front-to-back automation of visualisation and analysis using Python and tableau;
 - collection of huge volume of both structured and unstructured data using Python;
 - Support the supervisor to handle the routine task for daily operation.
- Assist data scientists in conducting the research or developing models using machine learning techniques

Requirements:

(A) Education Background:

- Undergraduate students

(B) Discipline Preferred:

- Data analytics, statistics, data science, computer science or quantitative subjects

(C) Technical Skills:

- Familiar with analytical and data visualization tools (Python, R and tableau)

(D) Language Proficiency:

- Good command of both written and spoken English and Chinese

(E) Others:

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Intern's Job Description

Job Duties:

- Assist in developing and implementing data quality standards and guidelines to ensure accurate and reliable data across the platform.
- Assist in monitoring and measuring data quality metrics to identify areas for improvement and implement corrective actions.
- Assist in establishing data lineage processes to track the origin, transformations, and movement of data throughout the platform.

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Requirements:

- (A) Education Background:
 - Business, fintech, computer science, engineering, operations, data science
- (B) Discipline Preferred:
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- (C) Technical Skills:
 - Basic SQL
- (D) Language Proficiency:
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- (E) Others:
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Intern's Job Description

Job Duties:

Product Analyst – Data Science Lab – report to Kit CK

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- Gather, monitor and analyse Data Science Lab (DSL) performance metrics and user's feedback
- Evaluate existing products, research on market trends and find ways to improve performance
- Assist in existing business operation, as well as prepare report and presentation.

Requirements:

(A) Education Background:

- Business, fintech, computer science, engineering, operations, data science, social science

(B) Discipline Preferred:

- N/A

(C) Technical Skills:

- Microsoft Office, Python, SQL

(D) Language Proficiency:

- English, Cantonese

(E) Others:

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Intern's Job Description

Job Duties:

Job 1 (1 position) – Data Governance Team

- Collaborate with different stakeholders to drive data governance adoption, including but not limited to data quality and metadata
- Assist in developing data quality tracking mechanisms
- Support the business value delivery of data catalogue
- Assist team to manage data access related information

Job 2 (1 position) – Business Enablement team

- Collaborate with users to drive digital adoption
- Engage stakeholders, address user inquiries and concerns, and promote technology and tools to HKMA colleagues
- Assist with on-going support and training to users on digital tools and technologies
- Support preparation of communication strategies, rollout plans, training materials and other documentations

Requirements:

(A) Education Background:

- PG or 2nd/3rd year UG students

(B) Discipline Preferred:

- All disciplines are welcome particularly Computer Science/ Business/ Engineering/ IT or relevant disciplines (**Job 1**); Business Administration, Information Systems, Operations or related fields (**Job 2**)

(C) Technical Skills:

- Proficiency in Microsoft Office Suite and other relevant digital skills
- Python, SQL (**Job 1**)
- Familiar with analytical and data visualization tools such as Tableau and PowerBI (optional) (**Job 2**)

(D) Language Proficiency:

- Good command of written and spoken English and Chinese (Cantonese and/or Putonghua)

(E) Others:

- Good team player and willing to take on challenges
- Self-motivated, good attention to details, independent with strong analytical and problem-solving skills
- Good communication and presentation skills
- Good interpersonal skills with ability to prioritise, multitask and follow established procedures to attain positive results

Enquiry email (if any):

nywwong@hkma.gov.hk

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Intern's Job Description

Job Duties:

- Participate in business/ system enhancement projects to enhance process flows
- Support preparation and refinement of documentations
- Conduct UAT and other tasks

Requirements:

(A) Education Background:

- Undergraduate students or postgraduate students

(B) Discipline Preferred:

- For this job, students with a degree in any discipline are welcome to join us if they have relevant experience or strong interest in technology related projects. The ideal candidate is someone who is adaptable, enthusiastic and a real team player.

(C) Technical Skills:

- Microsoft applications, other skills that can be brought in also valued.

(D) Language Proficiency:

- Good command of both written and spoken English and Chinese

(E) Others:

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Name of Department(s) offering internship positions:
Digitalisation Office, Corporate Services Department

Internship Duration: 13 months

Internship Period: 06 / 2024 - 06 / 2025

Intern's Job Description

Job Duties:

- Collaborate with the Strategy Team to manage the portfolio of strategic digital products.
- Assist in the development and execution of project plans, ensuring timely delivery of key milestones.
- Conduct research and analysis to support the strategic decision-making process.
- Assist in the preparation of presentations and other materials for executive and stakeholder meetings.
- Coordinate and facilitate cross-functional collaboration among various internal teams.
- Participate in strategy workshops and brainstorming sessions, contributing fresh ideas and insights.
- Stay up-to-date with industry trends and best practices related to digital transformation and product management.
- Support the Digitalisation Office in various administrative tasks, such as scheduling meetings, organizing files, and maintaining documentation.

Requirements:

- (A) Education Background:
- Currently pursuing a Bachelor's degree or above
- (B) Discipline Preferred:
- Degree in business administration, management, computer science or a related field
- (C) Technical Skills:
- Exposure to Data Analytics and Computer Programming is preferred but not required
- (D) Language Proficiency:
- Good verbal and written English and Chinese (Cantonese, and/or Putonghua)
- (E) Others:
- Strong analytical and problem-solving abilities, with a keen attention to details
 - Proficient in Microsoft Office suite (Word, Excel, PowerPoint)
 - Proactive and self-motivated
 - Ability to work independently as well as collaboratively in a team environment

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Internship Duration: 13 months

Internship Period: 06 / 2024 - 06 / 2025

Intern's Job Description

Job Duties:

- Assist product manager in managing the digital products including the entire product life cycle
- Working with system owners and data engineers to plan and develop new features of existing products
- Assisting in the development of best-practices among a bundle of digital data products
- Conducting market research to identify the best and suitable products for the ongoing digitalisation journey
- Prepare materials to illustrate features of data products

Enquiry email (if any): N/A

Requirements:

- (A) Education Background:
 - PG or 3rd year UG students
- (B) Discipline Preferred:
 - All disciplines welcome
- (C) Technical Skills:
 - Knowledge in data visualization tool (Tableau)
 - General coding knowledge (SQL and Python)
 - Knowledge in product or project management
- (D) Language Proficiency:
 - Good command of both written and spoken English
 - Good command of written Chinese and spoken Cantonese
- (E) Others:
 - Self-motivated, hardworking, attentive, dedicated to work and proactive;
 - Capable of self-directed learning