

# HKMA – Digitalisation Office (DO)

## About us

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:** 6 months – 12 months  
**Internship Period:** Open

## Intern's Job Description

### Job Duties:

#### **Job 1 (3 positions) – report to Lance Yeung, Davy Lau, & Kit KK Yeung (1@)**

- Collaborate with users to drive technology adoption
- Promote technology and tools to HKMA colleagues using creative marketing campaigns
- Assist in organising promotional events (e.g. hackathons)
- Support preparation of project management trackers, data policies and other documentations

#### **Job 2 (2 positions) – report to Kit CK Yeung**

- Assist in data platform development, including monitoring, logging and deployment
- Develop reference architecture for common use cases of the data platform

#### **Job 3 (2 positions) – report to Kit CK Yeung**

- Build and test data processing pipelines and ETL processes

### Requirements:

#### (A) Education Background:

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

#### (B) Discipline Preferred:

- Marketing / Digital marketing (for Job 1)
- Computer science/engineering (for Jobs 2,3&6)

#### (C) Technical Skills:

- Adobe or similar design software (for Job 1)
- Python, SQL (for Jobs 2,3&4)
- Tableau (for Jobs 3&4)
- Java and web development tools (for Job 6)

- Assist in developing data quality tracking mechanisms
- Help draft data catalogue

**Job 4 (1 position) – report to Justin Tang**

- Assist in cutting-edge data analytics projects using machine learning and artificial intelligence
- Develop visualisations of key data for executive use

**Job 5 (4 positions) – report to Felix Chung and Christian**

**Leung (2@)**

- Assist in engaging business stakeholders in collecting user requirements on various digitalisation initiatives
- Help prepare business presentations and documentations

**Job 6 (2 positions) – report to Christian Leung**

- Assist in development of applications and web portal
- Conduct testing on various applications

Enquiry email (if any):

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