

Digital Policy Office (DPO)

2026 Post-Secondary Student Summer Internship Programme (Information Technology)

Allowance: HK\$11,500 per month

Period of Internship: July to August 2026 (around 2 months)

General Requirements:

Applicants must –

- (a) be permanent residents of the Hong Kong Special Administrative Region;
- (b) be students studying full-time post-secondary programmes in Information Technology; and
- (c) not have completed or be studying their final year of study before the internship period commences.

The following intern positions are now available for application:

Host Division	Brief Job Descriptions	Additional Requirements	Work Location
Digitalisation and Business Facilitation (DBF) Division and Government Service Enhancement (GSE) Division – DBF&GSE Team	(1) Develop information technology (IT) tools / analytical templates for automating the following tasks: (a) Collect and organise data and documentation from the World Bank’s Business Ready survey (Survey); (b) Convert information collected by the Survey in Word format into structured Excel datasets (e.g. questions, responses and scores),	(a) Advanced proficiency in Excel and data analysis: Skilled in cleaning, restructuring, and analysing large datasets using pivot tables, formulas, and basic visualisation; (b) Word-to-Excel conversion: Able to convert semi-structured text (e.g. tables, questionnaires and reports) into accurate, structured datasets; (c) Programming/	Cheung Sha Wan

Host Division	Brief Job Descriptions	Additional Requirements	Work Location
	<p>ensuring consistent formatting and clear labelling for data analysis;</p> <p>(c) Review and compare the Survey Methodology Handbooks (with over 700 pages) across different years, summarise changes in indicators, definitions and scoring rules, and relate these changes to observed score movements; and</p> <p>(d) Conduct daily research on DBF-related news and compile weekly news summary and notification email.</p> <p>(2) Conduct research and evaluation for new or enhanced features (e.g. artificial intelligence (AI) applications) to the Cross-boundary Public Services thematic website and self-service kiosks.</p>	<p>automation: Proficient in Python, VBA, Java or similar tools for data analysis and automation; capable of building simple dashboards or tools to analyse the Survey data and compare results across years;</p> <p>(d) Data management: Experienced in handling large files, resolving data inconsistencies and maintaining clear workflows; and</p> <p>(e) AI tools proficiency: Able to develop/use existing AI tools for data search, extraction, cleaning, analysis, summarisation and report drafting, with proper verification of outputs.</p>	
Mainland and Industry Collaboration (MIC) Division –	(a) Perform public Wi-Fi service checks at all Government Wi-Fi venues across the 18 districts; and	(a) Knowledge in Wi-Fi Internet access and Wi-Fi configuration; (b) Familiar with MS Windows and/or Mac	- Wanchai - GovWiFi venues (indoor and outdoor)

Host Division	Brief Job Descriptions	Additional Requirements	Work Location
(MIC)234 Team	(b) Assist in miscellaneous/ad-hoc duties of the team as assigned by the supervisor.	OS, especially Wi-Fi connection settings; (c) Familiar with Android or iOS mobile devices (e.g. smartphones and tablets), especially Wi-Fi connection settings; and (d) Good communication and interpersonal skills.	
Project Governance and Cybersecurity (PGC) Division – (PGC)53 Team	(a) Assist in cybersecurity events and webinars organised by the team; and (b) Conduct desktop research of Mainland IT products.	(a) A good command of both Chinese and English; and (b) Proficiency in office automation software.	Cheung Sha Wan

Terms and Conditions of Appointment: Successful candidates will be engaged on non-civil service terms and will be required to work 44 hours per week. The actual hours of work may vary depending on operational needs. Overtime work, if necessary, will be compensated by time-off in lieu.

Fringe Benefits: Rest days, statutory holidays (or substituted holidays), sick leave and sickness allowance, where appropriate, will be granted in accordance with the provisions of the Employment Ordinance.

How to Apply:

- (a) Students studying in local post-secondary institutions

You **MUST** apply through the Student Affairs Office/Career Centre of your institution. You are advised to **note the deadlines set by the respective institution.**

*(Applications not submitted through the Student Affairs Offices/Career Centres of respective institutions will **NOT** be considered.)*

(b) Students studying in **non-local** post-secondary institutions

You must submit your application on or before 6:00 p.m. 24 April 2026 (Hong Kong Time) online through the GovHK website at <https://eform.cefs.gov.hk/form/dpo011/>. Please also provide a reference letter issued by your post-secondary institution certifying your student status in the institution, accompanied by copies of relevant academic transcripts in your application.

[**Note:** Applications which are incomplete will **NOT** be considered. Applicants who are selected for interview will normally receive an invitation in about two to four weeks from the closing date for application. **Individual selection interviews will be conducted for each intern position.** Those who are not invited for interview by June 2026 may assume that their applications are unsuccessful.]

Enquiry Address: Appointments Section, Digital Policy Office, 12/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon

Enquiry Telephone: 3847 7387

Closing Date for Application:

(a) Students studying in **local** post-secondary institutions

Please refer to the deadlines set by the respective institutions.

(b) Students studying in **non-local** post-secondary institutions

24 April 2026 at 6:00 p.m. Hong Kong Time

General Notes:

- (a) Summer interns must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancies advertised are open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Summer interns are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the civil service.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interviews.
- (f) It is the Government's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government's policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the Civil Service Bureau's website at www.csb.gov.hk under "Administration of the Civil Service – Appointments".