

Company Name:	Hong Kong New Emerging Technology Education Association
Posting Date:	25 June 2024
Category:	ITC STEM Internship Scheme
Company Overview:	Hong Kong New Emerging Technology Education Association, a non-profit making educational organization, mainly aims at supporting the development of the local Information Technology through promoting and organizing information technology related activities and competitions. We strive to provide people more opportunities to access and learn new technologies in order to broaden their horizons and improve their creativity. “Vision, Innovation, Knowledgeable and Commitment” is our goal of Talent Development. Provide a wide range of activities and services, and let them explore and pursue every avenue for self-improvement and development, help them grow with the spirit of positive outlook and concern for society and become the new Hong Kong generation with higher level of ICT knowledge and creativity.
Company Website:	https://www.hknetea.org/
Position/Title:	Project Coordinator
No. of vacancy(ies):	2
Proposed Internship Duration:	59 days
Job Description & Requirements:	<p>Job Description & Requirements: :</p> <ul style="list-style-type: none"> • Assist Project Manager in project management execution process • Assist with documentation and communication of project processes • Liaise and coordinate with both internal and external stakeholders on daily operations • Create overall project status and report regularly Handle ad-hoc projects as assigned by Project Manager
Internship Period:	<p>Summer Term 2024</p> <p>Full-time placements with a duration of no less than 4 consecutive weeks (28 calendar days)</p>
How to Apply:	<p>Please read the application guidelines to ensure that you could fulfill the scheme requirements prior to applying for the intern(s).</p> <p>Interested students should submit your application directly to the employer with your CV at your earliest convenience.</p> <p>Email to info@hknetea.org</p> <p>Application Deadline: 03/07/2024</p>
Salary / Hourly Rate:	<p>HK\$11,190 per month, capped at three months (i.e. 90 days, maximum at HK\$33,570) in one academic year under ITC STEM Internship Scheme</p> <p>For Summer 2024 Internships, the allowance is estimated to be disbursed in December 2024.</p>
Once confirm the internship offer:	<p>Student interns who confirm the internship offer are required to*:</p> <ol style="list-style-type: none"> (1) submit declaration form which is available on SDSC’s website before the commencement of internship; (2) declare as “Student Interns” or “Work Experience Students” if applicable for exemption of minimum wage requirement before the commencement of internship; (3) report to SDSC via online registration form with supporting document(s) before the commencement of internship;

(4) submit the duly completed **Assessment/Evaluation Form** to SDSC for processing the allowance **upon completion of the whole internship period or the submission deadline, whichever is earlier.**

**Details please refer to the email “Internship - Guidelines and Procedures (Summer Term 2024)” sent on 17 May 2024*