



Hong Kong Economic & Trade Office, Jakarta

The Government of the Hong Kong Special Administrative Region of the People's Republic of China

Host Employer:	Hong Kong Economic and Trade Office in Jakarta
Internship Position:	Intern
Industry:	Government-related agency/Public organisation
Department:	Public relations, commercial relations, and business and talent attraction / investment promotion
Duration:	From 4 weeks to 8 weeks
Internship Location:	Jakarta, Indonesia
Job Code:	A111
Company Website:	https://www.hketojakarta.gov.hk

HKETO Jakarta represents the Hong Kong Special Administrative Region Government in matters between Hong Kong and the Association of Southeast Asian Nations (ASEAN) as a whole, and handles in particular matters between Hong Kong and four ASEAN countries namely Indonesia, Malaysia, Brunei Darussalam and the Philippines

Job Summary

- To assist in tasks relating to the (i) public relations, (ii) commercial relations, and/or (iii) business and talent attraction / investment promotion of HKETO Jakarta

Related Disciplines

FB, FH

Key Duties and Responsibilities

1. To assist in research projects and provide clerical support in daily operation, such as maintaining the database of media and local contacts, and updating the filing system
2. To monitor national and international newspapers and magazines for reports on Hong Kong, translate articles and compile daily media summaries
3. To assist in organising a wide range of events relating to commercial relations, public relations, and/or business and talent attraction / investment promotion, and provide on-site support as needed
4. To conduct research on issues relating to ties between Hong Kong and the ASEAN as a whole, including the four countries covered by HKETO Jakarta in particular

Job Requirements

Essential Attributes:

1. Proficient in English and Microsoft office
2. Good communication skills

Desirable Attributes:

N/A

Language Requirements

English (Spoken), Mandarin (Spoken), English (Written), Mandarin (Written), Cantonese

Working Days and Working Hours

5 days a week. Interns may also need to help out for events held during weekends, 9am – 6pm

Benefits provided, if applicable

N/A