

INLAND REVENUE DEPARTMENT (NON-CIVIL SERVICE VACANCY)

Summer Intern

Salary: \$10,500 per month

Entry Requirements: Candidates should (1) be permanent residents of Hong Kong Special Administrative Region; (2) be students pursuing a full-time Bachelor degree with major in accountancy offered by post-secondary institutions locally or overseas; (3) be proficient in using MS Word and MS Excel; and (4) have good command of both written and spoken English and Chinese.

Note : (a) Preference will be given to students who have knowledge in financial accounting, Hong Kong taxation and stamp duty; and (b) Final year students, i.e. to be graduated in 2020 will not be considered.

Duties:

- (a) To handle taxpayers' enquiries on simple tax matters;
- (b) To assist in screening and processing of tax returns and applications; and
- (c) To assist in preparing assessments and providing support to professional officers.

Remarks: Interview is not required. Applicants who are not appointed within 10 weeks from the closing date may assume that their applications are unsuccessful.

Terms of Appointment: Successful candidates will be offered appointment on non-civil service contract terms for a period of about two and a half months (from June 2020 to August 2020 (tentatively)).

How to Apply:

- (a) Hong Kong students studying in local accredited post-secondary institutions should apply through the Student Affairs Offices / Career Centres of their respective institutions. (Direct applications from students will not be accepted.);
- (b) Students studying in non-local accredited post-secondary institutions should download the application form from the website of the Inland Revenue Department (<https://www.ird.gov.hk>) (under the "About us: Career Opportunities" Section). The completed application form together with (a) a copy of the certificate of their student status of their institutions and (b) copies of non-local academic certificates and transcripts should be submitted to the Inland Revenue Department (i) by e-mail to rc1c@ird.gov.hk or (ii) by post to the address specified below (please specify on the envelope "Application for Summer Interns") on or before the closing date of applications. For application by post, please ensure that the return address is clearly written on the envelope and sufficient postage is affixed before posting to avoid unsuccessful delivery of application. Any underpaid mail items will be returned or disposed of by the Hongkong Post in accordance with the established procedures. The postmark date on the envelope will be regarded as the date of application.

Address and Enquiry Telephone Number:

Appointments Section, Personnel Registry, Inland Revenue Department, 37/F., Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. For enquiries, please call 2594 5455.

Closing Date for Application: 16 April 2020

General Notes

- (a) Candidates 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 vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (c) Non-civil service vacancies 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.
- (f) It is Government 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 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 <https://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the above enquiry address.