Recruitment of Student Ambassadors

The Hong Kong Monetary Authority (‘‘HKMA’’) Information Centre, located on the 55/F of Two International Finance Centre in Central, was opened in December 2003 as a public education resource. The Centre, which consists of an Exhibition Area and a Library, introduces the work of the HKMA and the monetary and banking development in Hong Kong. As part of our education programme, we invite students from universities in Hong Kong to participate in our public education programmes every year. This year’s Student Ambassador Programme will be held in October 2024 to June 2025.

Student ambassadors will assist in the operation of the HKMA Information Centre. They will be involved in organising guided tours, seminars and other education programmes for members of the public. They may also be required to answer simple public enquiries on topics related to the work of the HKMA. A training programme will be organised in order to familiarise them with the details of the Information Centre and other aspects of the work of the HKMA.

Through the training programme and their participation in operation and co-ordination of our public education programmes, students are expected to gain knowledge of the work of the HKMA and other related financial issues.
**Involvement of the Student Ambassadors**

Student ambassadors will participate in this programme on a part-time basis. Each service session will last for three or four hours for half day shifts (10:00 a.m. to 2:00 p.m. or 2:00 p.m. to 6:00 p.m. on weekdays, and 10:00 a.m. to 1:00 p.m. on Saturdays) or seven hours for whole day shift on weekdays (10:00 a.m. to 6:00 p.m. including one hour for lunch without honorarium). Student ambassadors may be assigned to participate in two to three service sessions per week (with a maximum of 18 hours) and their working schedule will be fixed when they join the programme.

**Schedule of the Programme**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>3 August 2024</td>
<td>Deadline for application</td>
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<tr>
<td>22 and 23 August 2024</td>
<td>Selection panel for student ambassadors</td>
</tr>
<tr>
<td>4 October 2024</td>
<td>Orientation programme for student ambassadors</td>
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<tr>
<td>October 2024 to June 2025</td>
<td>Students to participate in the operation of the Information Centre and co-ordination of other public education programmes on a part-time basis</td>
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**Requirements**

- Non-final year local university students of any discipline
- Fluency in Cantonese, English and Putonghua
- Strong communication and interpersonal skills

**Honorarium**

An honorarium of $65 per hour will also be granted to the student ambassadors for their services in our programme.
How to apply

- You may submit job applications via one of the following channels:

  1. **Online** application
  2. **By Mail**

    Send in the hard copy application form (available either at the HKMA’s reception counter or website http://www.hkma.gov.hk) to:

    **Recruitment Officer**
    **Hong Kong Monetary Authority**
    **55/F., Two International Finance Centre,**
    **8 Finance Street, Central, Hong Kong**

    Copies of transcripts together with a full résumé including details of past experience should be attached to the application. Please mark your correspondence address and the position applied for on the envelope.

- Completed application should reach the HKMA, via the designated submission channel, by **3 August 2024**. Applicants may wish to submit their applications in advance of the deadline to allow for any unexpected delays, e.g. with internet traffic, including file size restrictions and system maintenance downtime. Those not contacted by the HKMA within **three months** from the closing date for applications should consider their applications filed for future reference.

- Personal data provided by applicants will be used strictly in accordance with our personal data policies, a copy of which will be provided upon request. You may contact the Recruitment Officer at the above address.

- The HKMA is an equal opportunities employer. More information on the HKMA can be found at the website http://www.hkma.gov.hk.