The Insurance Authority (IA), would like to invite you to join our internship programme. This is a full-time paid 8-week summer internship programme between June and August 2024.

Students will be placed in one of our divisions to support their daily tasks and projects assigned. This internship allows students to gain a solid knowledge of IA’s operations, acquire practical work experience, expand their career possibilities through connecting with our experienced colleagues and receiving their coaching.

During the internship, we will provide students with a wide range of activities including staff induction, industrial-related training sessions, mentorship pairings, on-job-trainings, and other IA events.

Successful candidates(s) will be assigned to work in one of our following divisions:

- General Business
- Long Term Business
- Market Conduct
- Policy and Legislation
- Technical Expert Team
- Information Technology
- Human Resources

The application period of this summer internship is from 29 April 2024 to 12 May 24 (Sunday). Students can directly apply with the below online Microsoft application form or scan the below QR code.

https://forms.office.com/r/dUSHbpbzfc
| Job Ref | Section     | Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Related Discipline                                                                                                                                                                                                                                                                                                                                                      |
|--------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GB-001 | General Business | • Participate in the prudential supervision of authorized non-life insurers.  
• Support to conduct research, financial analysis, and risk assessment on non-life insurers.  
• Support initiatives to promote the non-life insurance market of Hong Kong.  
• Comply with proper internal controls as necessary to conduct job functions and/or carry out responsibilities and/or administrative activities.  
• Perform other duties as assigned by senior management to facilitate the administration of the statutory functions of IA. | • Demonstrate ability to comprehend and analyze complex business issues.  
• Demonstrate analytical mind and skills in problem-solving.  
• Demonstrate active learning capability.  
• Be able to communicate and relate with people effectively; and  
• Be proficient in MS office and other computer software.                                                                                                                                                                                                                                                                                                                                 | Major in Economics, Mathematics, Statistics, Actuarial Science, Accounting, Risk Management, Insurance, or related disciplines is highly preferred. |
| LTB-001 | Long Term Business | Perform financial analysis and peer comparison of Hong Kong Risk-based Capital (HK RBC) data. The project will involve:  
• Scoping the requirements of the analysis and necessary Excel/analytical techniques.  
• Creation of dynamic spreadsheets and inputting of available data.  
• Using data visualization to best present the results of the analysis.  
• Presenting findings from analysis.  
• Preparing process/workflow documentation and maintaining clear audit trail. | • High proficiency in Microsoft Excel is required.  
• Proficiency in Mathematical, statistical, or financial analysis skills required.  
• Familiarity with Hong Kong Risk-based Capital (HK RBC) requirements and life insurance is preferable but not mandatory.  
• Strong analytical and problem-solving skills.  
• Excellent communication & interpersonal skills.  
• In the progress of acquiring actuarial qualification.                                                                                                                                                                                                                                                                                                                                 | Major in Actuarial Science, Finance, Accounting, Business or related disciplines is highly preferred. |
| LTB-002 | Long Term Business | Perform financial analysis and peer comparison of major Insurance Groups’ International Financial Reporting Standard (IFRS17) financial statements. Project will involve:  
• Scoping the requirements of the analysis and necessary Excel/analytical techniques  
• Creation of dynamic spreadsheets and inputting of available data  
• Using data visualization to best present the results of the analysis.  
• Presenting findings from analysis. | • High proficiency in Excel is required.  
• Mathematical, statistical, or financial analysis skills are required.  
• Familiarity with financial statements and insurance is preferable but not mandatory.  
• Strong analytical and problem-solving skills.  
• Excellent communication & interpersonal skills.                                                                                                                                                                                                                                                                                                                                 | Major in Actuarial Science, Finance, Accounting, Business or related disciplines is highly preferred. |
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<td>LTB-003</td>
<td>Long Term Business</td>
<td>• Prepare process/workflow documentation and maintain clear audit trail.</td>
<td>• A self-starter, adaptive, eager to learn with a can-do attitude.</td>
<td>Major in Global Business, Risk Management, Actuarial Science, Mathematics, Statistics, or related discipline with strong analytical background.</td>
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<td>• Provide support for a project that focuses on developing a database, templates, and dashboards to monitor the financial risks of major insurance groups.</td>
<td>• Proficiency in Excel is a must.</td>
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<td>• Conduct research into topical issues related to the management of financial risk by life insurance groups and supervisory approaches adopted by financial regulators.</td>
<td>• Knowledge of Visual Basic for Applications or other computer programming languages is highly preferred.</td>
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<td>• Engage in assigned ad hoc projects as needed.</td>
<td>• Strong problem-solving, analytical, interpersonal and communication skills.</td>
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<td>LTB-004</td>
<td>Long Term Business</td>
<td>• Perform data analysis and review on regular returns submitted by insurers</td>
<td>• Proficiency in Excel is preferred.</td>
<td>Major in Accounting, Finance, Economics, Risk Management, Actuarial Science, or related disciplines.</td>
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<td>• Assist in the enhancement of the existing dynamic spreadsheets to facilitate the IA’s ongoing and routine supervision.</td>
<td>• A self-starter, adaptive, eager to learn with a can-do attitude.</td>
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<td>• Provide support in the personal data compliance review to ensure compliance with the relevant requirements on data privacy.</td>
<td>• Strong analytical and problem-solving skills.</td>
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<td>• Engage in other ad-hoc tasks or projects as needed.</td>
<td>• Excellent communication &amp; interpersonal skills.</td>
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<td>MC-001</td>
<td>Market Conduct – Complaint Handling</td>
<td>• Assist in creating the complaint case folder and drafting the acknowledgement of complaint to the complainant.</td>
<td>• Passionate about providing service and learning on-the-job.</td>
<td>Major in Accounting, Banking and Finance, Economics, Law or related disciplines is highly preferred.</td>
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<td>• Prepare assessment reports on alleged complaint and non-compliance cases.</td>
<td>• Strong communication skills and self-motivated and act as a team player.</td>
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<td>• Manage the Complaint System, including data entry or update for conducting trend and root cause analyses on complaints.</td>
<td>• Good command of written and spoken English and Chinese.</td>
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<td>• File / document management.</td>
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<td>• Preform other duties as assigned by the supervisor(s).</td>
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<td>MC-002</td>
<td>Market Conduct - Enforcement</td>
<td>• Participate in the investigation and disciplinary cases against insurance intermediaries or authorized insurers</td>
<td>• Good analytical, drafting, interpersonal, communication skills.</td>
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<td>Major in Accounting, Banking and Finance, Economics, Law or related disciplines is highly preferred.</td>
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| MC-003  | Market Conduct – Anti Money Laundering (AML) | • Assist in preparing case reports and correspondence.  
• Conduct research on topical enforcement matters.  
• Assist case officers with administrative tasks. | • Detail-oriented, inquisitive nature and willing to learn.  
• Good team player.  
• Good command of written and spoken English and Chinese. | related disciplines is highly preferred. |
| MC-004  | Market Conduct – Conduct Supervision | • Assist in compliance reviews and internal control testing as well as other administrative duties in routine inspections.  
• Conduct various research and compile business data for analysis and risk profiling.  
• Other ad hoc duties as assigned. | • Proficiency in Excel, Power BI or other data analysis tools.  
• Good command of written and spoken English and Chinese.  
• Strong analytical, problem solving and interpersonal skills.  
• Strong sense of accountability. | Major in Accounting, Banking and Finance, Economics, Law or related disciplines is highly preferred. |
| MC-005  | Market Conduct – Licensing | • Assist in the preparation work for implementing the licensing fee collection.  
• Provide support for processing licensing applications and notifications for insurance intermediaries.  
• Assist in handling enquiries on licensing matters from the public. | • Passionate about providing service and learning on-the-job.  
• Strong communication skills and self-motivated and act as a team player.  
• Good command of written and spoken English and Chinese. | Major in Accounting, Banking and Finance, Economics, Law or related disciplines is highly preferred. |
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| PL-001  | Policy and Legislation - Green Finance / Asian Forum of Insurance Regulators | • Perform other duties as assigned by senior management to facilitate the administration and performance of the statutory functions of IA.                                                                               | • Strong communication skills, self-motivated and a team player.  
• Well-versed in computer applications including MS Office.  
• Good command of written and spoken English and Chinese. | Major in Finance, Insurance, Economics, Laws, Accounting, Public Administration or related disciplines is highly preferred. |
| PL-002  | Policy and Legislation - International Standards and Long Term Actuarial | • Provide support on green and sustainable insurance policy projects and implementation of initiatives under the Green and Sustainable Finance Cross-Agency Steering Group.  
• Assist in research on latest market and regulatory development in green and sustainable insurance.  
• Provide support for IA’s participation in international affairs (e.g. activities organized by the International Association of Insurance Supervisors and the Asian Forum of Insurance Regulators).  
• Other duties as assigned by supervisor to facilitate the administration of the statutory functions of IA. | • Strong analytical skills, in analyzing variety data and summarizing results for supervisors to review.  
• Strong problem solving skills, in tackling technical matters.  
• Strong teamwork and communication skills. | Major in Finance, Insurance, Economics, Laws, Accounting, Public Administration or related disciplines is highly preferred. |
| PL-003  | Policy and Legislation - General Insurance Actuarial                   | • Support the review of data on sector wide basis.  
• Support the necessary research and drafting process of guidelines or regulatory returns.  
• Support in-house system UAT and handling of industry enquiries. | • Motivated individual to learn more about the regulatory side of the insurance market | Major in Finance, Insurance, Economics, Laws, Accounting, Public Administration or related disciplines is highly preferred. |
| PL-004  | Policy and Legislation - Market Research Team                         | • Participate in thematic research on insurance.  
• Monitor and analyse the regulatory and market developments of both international and local insurance markets.  
• Perform data collection, management, and analysis.  
• Prepare analytical reports and presentation slides.  
• Provide ad hoc research support. | • Proficiency in analytical and problem-solving skills.  
• Being self-motivated and a good team player.  
• Good command of written and spoken English and Chinese.  
• Basic understanding of the financial market and insurance industry.  
• Proficient in PC applications, including MS Office. | Major in Finance, Insurance, Economics, Laws, Accounting, Public Administration or related disciplines is highly preferred. |
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<td>TET-001</td>
<td>Technical Expert Team</td>
<td>• Perform data sorting and analysis from various sources by using Excel or advanced Excel features like VBA (macros). &lt;br&gt; • Enhance existing Excel-based data collection and analysis templates.  &lt;br&gt; • Conduct Desk-based research on topics related to insurance and finance.  &lt;br&gt; • Work on macroprudential surveillance-related projects of the Hong Kong insurance industry.</td>
<td>• Basic understanding of financial markets and macroeconomics. &lt;br&gt; • High proficiency in Microsoft Excel. &lt;br&gt; • Hands-on experience in VBA (macros) is highly preferred. &lt;br&gt; • Knowledge of Bloomberg terminal is highly preferred but not mandatory.  &lt;br&gt; • Strong communication and language skills in English.</td>
<td>Major in Actuarial Science, Statistics, Economics, Accounting, Finance, Insurance, Risk Management or related disciplines is highly preferred.</td>
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<td>IT-001</td>
<td>Information Technology</td>
<td>• Perform cyber security duties including system monitoring, blocking, etc. &lt;br&gt; • Responsible for IT application duties including quality assurance, User Acceptance Test (UAT) and loading, etc. &lt;br&gt; • Perform e-Form and e-Workflow program enhancement with JavaScript.</td>
<td>• Hands-on experience in JavaScript program. &lt;br&gt; • Knowledge of cyber security, documentation, and workflow management. &lt;br&gt; • Self-motivated and strong analytical skills. &lt;br&gt; • Strong communication and language skills in English and Chinese.</td>
<td>Major in Information Technology, Computer Science, Data Science or related disciplines is highly preferred.</td>
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<td>HR-001</td>
<td>Human Resources</td>
<td>• Assist in training activities throughout the training cycle. &lt;br&gt; • Assist in the Learning Management System (LMS) implementation.  &lt;br&gt; • Provide the administrative support in the training of the Management Trainee program</td>
<td>• Excellent organizational and interpersonal skills. &lt;br&gt; • Self-motivated and open-minded with a pleasant and outgoing character. &lt;br&gt; • Interested in Learning &amp; Development / Human Resources.</td>
<td>• Major in Human Resources, Business Administration and Social Science or related disciplines is highly preferred.</td>
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