

Department: Official Receiver's Office

Division/Section/Unit: Case Management Division

Job Title: Summer Intern

Salary : HK\$11,500 per month

Entry Requirements :

Candidates should have -

- (1) be permanent residents of the Hong Kong Special Administrative Region;
- (2) be Year 2 or above students pursuing a full-time Bachelor degree with major in accounting or law offered by local post-secondary institutions;
- (3) not be graduates of 2026;
- (4) have good command of written and spoken English and Chinese;
- (5) have basic knowledge in the area of insolvency laws;
- (6) be proficient in the application of Microsoft Office; and
- (7) preferably have good knowledge and skills in data analysis.

Duties :

Summer interns are mainly deployed to –

- (1) assist in case management matters including compliance and regulatory works;
- (2) assist in processing, consolidating and analysing data;
- (3) assist in preparing legal documents; and/or
- (4) assist in general administration works.

Terms of Appointment :

Successful candidates will be appointed on non-civil service contract terms for a period of about eight weeks from June to August 2026. They are normally required to work 44 hours per week.

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. In these circumstances, only shortlisted candidates will be invited to attend selection interview.
- (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 any further shortlisting criteria.

How to apply :

Students studying in local post-secondary institutions should apply through the Student Affairs Offices/Career Centres of their respective institutions and they are advised to note the deadlines set by the respective institutions. Students should submit a completed application form together with a covering letter (including the reasons for applying for the internship), resume, copies of certificates of academic qualifications and academic transcripts to their respective institutions before the closing date for application. Applications submitted directly to the Official Receiver's Office, incomplete information or without the supporting documents will not be considered.

Contact Address :

Personnel Registry, Official Receiver's Office, 10/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong

Enquiry Telephone / Email :

2867 1005 / oropr@oro.gov.hk

Web Site of Department :

<https://www.oro.gov.hk>

Closing Date (dd/mm/yyyy) :

06/03/2026 18:00:00

Advertising Date on Internet :

23/02/2026