



Alaya Consulting
本識顧問

Building Trust Through Narrative

Alaya Consulting Limited

www.alayaconsulting.com.hk

SI-CSR

Alaya Consulting is a specialist consultancy focusing on Environmental, Social and Governance (ESG) Reporting. We are Global Reporting Initiative (GRI) Certified Training Partner and Data Partner.

Location: Shatin, New Territories

Topic/Post: ESG Intern

Internship Description:

- To assist in conducting research on ESG (Environmental, Social and Governance) related topics
- To assist in preparing ESG related contents
- To assist in preparing corporate ESG disclosure

Special Requirements:

- Although proficiency in written Chinese is preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Good computer skills on Photoshop / Adobe Illustrator / InDesign / Premier Pro
- Strong interpersonal and communication skills
- Knowledge in multimedia software, video editing and social media platforms
- Bring own laptop

No. of Placements: 2



KPMG

www.kpmg.com/cn
SI-CSR

KPMG is a global network of professional firms providing Audit, Tax and Advisory services. Throughout the years, KPMG China has been actively involved in many activities supporting the community. Our commitment to corporate social responsibility (CSR) is reflected in our core values and represents the belief that we, as a firm and as individuals, have a responsibility towards the greater community interest.

Topic/Post A: Corporate Social Responsibility (CSR)

Location: Wong Chuk Hang, Hong Kong

Internship Description:

- To assist in drafting, development and translation of both internal and external communications materials such as Weekly Wrap-up, intranet and website content, social media posts and so on
- To coordinate and support employee volunteer programmes and events
- To conduct researches on various CSR-related topics and trends, such as climate change, inclusion and diversity (I&D)
- To develop tools and templates for information tracking and record keeping purposes
- To assist in other administrative work as required by the team

Special Requirements:

- Non-Chinese speaking students are welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 5

Topic/Post B: Climate Change & Sustainability/ Environmental, Social and Governance (ESG)

Location: Causeway Bay, Hong Kong

Internship Description:

- To conduct research on sustainability trends, best practices, local/global standards, emerging issues, etc. Topics include but do not limit to environmental regulations, human rights, supply chain and employment practices, etc.
- To prepare articles and other communication materials on various sustainability topics, such as United Nations Sustainable Development Goals, Sustainability Indices, and to assist in coordinating with different parties for publication
- To organise events (e.g. seminar, talks, luncheon) that focus on different sustainability topics. Tasks include conducting background research, preparing communication materials, liaising with vendors and internal departments
- To assist in various administrative tasks as requested by the team

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese and Putonghua are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills

No. of Placements: 4



PCCW

www.pccw.com/
SI-CSR

PCCW is a Hong Kong-based company which holds interests in telecommunications, media, IT solutions, property development and investment, and other businesses. PCCW employs approximately 24,000 staff representing 50 nationalities.

Location: Quarry Bay, Hong Kong

Topic/Post: Corporate Social Responsibility (CSR) Initiatives and ESG Reporting

Internship Description:

- To assist in preparing content for the Company's Environmental, Social and Governance (ESG) Report and ESG related issues
- To assist in monitoring the ESG data platform and volunteer service records
- To assist in the maintenance of Corporate Social Responsibility (CSR) intranet and promote company's CSR initiatives through different channels such as intranet, Internet, social media, etc

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Genuine interest in developing an understanding of CSR and ESG
- Prior editorial experience (e.g.: writing and proof-reading) is a plus

No. of Placements: 2



Public Bank (Hong Kong)

www.publicbank.com.hk/en/home

SI-CSR

Public Bank (Hong Kong) Limited is a commercial bank registered under the Banking Ordinance of Hong Kong and HKMA. It provides a comprehensive range of retail and commercial banking services and is committed to serve its customers in Hong Kong and China.

Location: Central, Hong Kong

Topic/Post: Corporate Culture and Corporate Social Responsibility

Internship Description:

- To liaise with staff volunteers and NGOs for implementing Corporate Social Responsibility initiatives
- To assist in the preparation of Environmental, Social and Governance (ESG) report
- To assist in the management of ESG Data
- To prepare Corporate Social Responsibility-related news for publishing in staff newsletter
- To assist in the preparation for meeting documents

Special Requirements:

- Proficiency in written Chinese and fluency in Cantonese
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Strong interpersonal and communication skills
- Attentive to details

No. of Placements: 1



Students and Scholars Against Corporate Misbehaviour (SACOM)

www.sacom.hk
SI-CSR

SACOM is a non-government organization founded in 2005 by a group of students and scholars from tertiary education institutes in Hong Kong. SACOM monitors and publicizes the misconducts of multinational corporations (e.g. Apple Inc., Disney) through first-hand investigations in supplier factories.

Location: Mongkok, Kowloon, Hong Kong

Topic/Post: Supply Chain and Social Compliance

Internship Description:

- To assist in researches on the global supply chain and social compliance of multi-national corporations and brands in China
- To support and initiate ideas on media and social campaigns against code of conduct violations on labour rights
- To assist in organising of public education programs
- To assist in the promotion of student networks

Special Requirements:

- Although proficiency in written Chinese and fluency in Cantonese and/or Putonghua are preferred, non-Chinese speaking students are also welcomed
- Good computer skills on MS Office (Word, Excel and PowerPoint)
- Knowledge in multimedia software, video editing and social media platforms

No. of Placements: 2