MTR 2025 EmpowerZ Youth Placement Pilot Programme – Job Summary

	Reference Code	Job Title	Target Talent Pools	No. of Intakes	Job Category
Key Positions					
1	EmpowerZ 2025_03_D&I-ITSD-EA&D	Data Analyst Assistant	PwDs / EMs	1	Data Analytics
2	EmpowerZ 2025_05_D&I-ITSD-CIS	Security Analyst Assistant	PwDs / EMs	1	Information Technology
3, 4	EmpowerZ 2025_07_FIN-Treasury	Treasury Assistant	PwDs / EMs	2	Accounting & Finance
8	EmpowerZ 2025_12_HKTS-Metro-LPO	Lost Property Office/Concession Travel Card Operator	PwDs / EMs	1	Railway Operations & Customer Service
10	EmpowerZ 2025_15_HKTS-T&ES	Data Analyst Assistant #	PwDs / EMs	1	Data Analytics
Back-Up Positions					
11	EmpowerZ 2025_17_L&G-Assurance	Technical Assistant	PwDs / EMs	1	Administrative Support

 # Candidates with more work experience are preferred.

Job Title: Data Analyst Assistant
Ref No.:   EmpowerZ 2025_03_D&I-ITSD-EA&D
Job Category: Data Analytics

Responsibilities

- Collaborate with team members to gather and analyze business requirements, converting them into technical specifications.
- Collect, clean, and analyze data to achieve business goals, and assist in creating data models, reports, and dashboards to visualize insights.
- Develop and maintain detailed documentation for data processes, data catalog and the dashboards.
- Support project management and ensure timely project delivery.

Requirements

- Degree in Business Administration, Data Science, Information Technology, or a related discipline.
- Interest in data and eagerness to learn about business/data analysis; prior experience is a plus, but not required.
- Basic understanding of data visualization tools (e.g., Tableau, Power BI) and familiarity with SQL or similar query languages is helpful.
- Good communication skills, both written and verbal, with a willingness to learn.
- Analytical and problem-solving abilities with a passion for working with data.
- Ability to work well both independently and collaboratively within a team.

Job Title: Security Analyst Assistant
Ref No.:   EmpowerZ 2025_05_D&I-ITSD-CIS
Job Category: Information Technology

Responsibilities

- Support cybersecurity projects and practice development activities, covering domains such as Identity & Access, Network Security, Cloud & Systems Security, and Application Security
- Assist in the planning, execution, and monitoring of security tasks, ensuring alignment with security objectives and compliance standards
- Identify security risks, pain points, and improvement opportunities and collaborate with relevant teams to develop mitigation strategies
- Liaise with technical and non-technical stakeholders to ensure clear understanding of security issues and requirements
- Facilitate remediation efforts by providing guidance and support to relevant teams
- Explore and evaluate emerging security technologies and maintain a good understanding of the latest attacks, vulnerabilities, industry best practices, and relevant legal/regulatory requirements

Requirements

- Degree in Computer Science, Information Security, Network Security, Software Engineering, or a related discipline
- Any relevant professional certificates or work experience would be an advantage
- Basic understanding of key domains in information security such as Identity & Access, Network Security, Cloud & Systems Security, and Application Security
- Basic understanding of industry security standards/frameworks and best practices
- Good interpersonal and communications skills, analytical thinking, structured problem-solving, fast learning, committed, proactive, and upholds integrity and quality
- Good verbal and written English. Ability to use Chinese is an advantage.

Job Title: Treasury Assistant
Ref No.: EmpowerZ 2025_07_FIN-Treasury
Job Category: Accounting & Finance

Responsibilities

- Handle daily settlement of money market transactions
- Perform inputs of payment instructions into treasury and electronic banking systems, and prepare related accounting entries
- Assist the team with other clerical tasks

Requirements

- Higher Diploma in Finance / Accountancy or a related discipline
- A minimum of 1 year's relevant experience in corporate treasury, banking, accounting and/or finance would be an advantage
- Good interpersonal and communication skills in both English (written and spoken) and Cantonese (spoken)
- Proficiency in computer skills such as Microsoft Word & Excel
- Knowledge of Oracle and electronic banking systems is preferred

Job Title: Lost Property Office/Concession Travel Card Operator
Ref No.:   EmpowerZ 2025_12_HKTS-Metro-LPO
Job Category: Railway Operations & Customer Service

Responsibilities

- Provide general administrative and clerical support at the Lost Property / Concession Travel Office
- Handle hotline service and general customer enquiries, complaints and suggestions
- Handle lost property, monitor unclaimed lost property and storage
- Ensure the efficiency and effectiveness on handling of concessionary scheme including Student Travel Scheme, PwD Concessionary Scheme, etc
- Monitor the deliverable of team members

Requirements

- Degree / Associate Degree in any disciplines or equivalent
- A minimum of 1 year's work experience
- Good PC knowledge, office management and interpersonal skills
- Experience in customer service is an advantage

Job Title: Data Analyst Assistant
Ref No.:   EmpowerZ 2025_15_HKTS-T&ES
Job Category: Data Analytics

Responsibilities:

- Work in the Operations Engineering Data Studio (OEDS) to support the data handling process to ensure railway systems data are collected, cleaned, organized and maintained ready for data analysis or publication.
- Liaise with internal and external stakeholders on maintenance action derived from data analytics and assist in real-time analytics to support incident handling & recovery.
- Support Data Engineer to conduct Big Data Analytics, develop analytics systems and generate dashboards/visualizations to enable effective performance monitoring of railway systems and decision making.

Requirements:

- Higher Certificate in Mathematics / Computer Science / Information Technology / Engineering or a related discipline
- 2 years' post academic experience in handling big data is preferred, but candidates with less working experience will also be considered.
- Experience in big data/cloud computing/ AI is an advantage.

Job Title: Technical Assistant
Ref No.:   EmpowerZ 2025_17_L&G-Assurance
Job Category: Administrative Support

Responsibilities:

- Assist in preparing reports and documentation, maintaining organized filing systems, and ensuring accuracy and accessibility.
- Manage office operations and administer relevant (IT) systems effectively.
- Assist in delivering projects focused on improving and maintaining quality and consistency of work in corporate functions.
- Plan, prioritize, and manage schedules, including (re)arranging meetings and appointments as needed to align with shifting priorities.
- Liaise with different departments on projects involving multiple stakeholders with different requirements.

Requirements:

- Degree / Associate degree in any disciplines or equivalent
- Good command of the English language, both written and verbal.
- Experience collaborating with staff at all levels, including senior management, would be an advantage.
- Proven ability to work independently on office administrative tasks with a high degree of accuracy and efficiency.
- Strong proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Experience in other relevant IT applications and platforms, such as Power Apps, Power Automate, Notion, Photoshop/GIMP, Jupyter Notebook, video editing software, Prezi, Canva, SQL, Smartsheets, etc.
- Understanding of GenAI and ability to use existing models in real-world applications while understanding their risks and drawbacks.