



## Intern - 2019 DBS Work Attachment

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
CBG01	Consumer Banking Group	CBG Business Analytics	2 Changi Business Park Crescent, DBS Asia Hub, Level 5	Deliver strategic projects for Business Analytics team like campaign optimization. Develop and execute models which help to target right customers. Automate important components of campaign tracking.	Proficient in Microsoft Excel Basic knowledge in Statistics Basic knowledge of QlikView
CBG02	Consumer Banking Group	CBG - SG Management	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- Assist in the development and execution of campaigns and event triggers to support customer acquisition, and cross-selling for Retail and Wealth Segments.</li> <li>- Assist segment manager, business analytics team and product managers to identify emerging trends and new business opportunities for Retail and Wealth Segments.</li> <li>- Participate in the development and deployment of analytics techniques such as machine-learning, predictive model, and contextual marketing for Retail and Wealth Segments.</li> <li>- Assist in campaign execution, monitoring and post-campaign analysis.</li> <li>- Gather insights from wealth planning managers and branch business managers by conducting survey, focus group and interviews.</li> </ul>	Proficient in using Microsoft Office
CBG03	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<p>Equity Structured Product Desk</p> <ul style="list-style-type: none"> <li>- Assist the team in morning structured solutions idea generation.</li> <li>- Pricing of Flow and Non-Flow equity structured products with external counterparties.</li> <li>- Working closely with product and analysts in daily workflow (e.g. stock picks, structuring solutions).</li> <li>- Assist the team in pre-IPO projects.</li> <li>- Assist the desk in ad-hoc projects.</li> <li>- End to end process flow for project/process specific initiatives – (Digitalization).</li> </ul> <p>Dealing Desk</p> <ul style="list-style-type: none"> <li>- Perform activities to link the EQD platform with Avaloq, including creation and enrichment of lean assets.</li> <li>- Assist with daily work for dealers.</li> <li>- Assist with testing and other aspects of the EQD platform for price discovery and execution i.e. System UAT.</li> <li>- Assist with the liaison and resolution of the Wealth Management Operations (WMO) confirmations.</li> <li>- Provide pivotal support to all other stakeholders including (Counterparties, RMs, ICs and WMO).</li> </ul>	Microsoft Office (Word, PowerPoint & Excel - VBA) Basic programming knowledge and animaker skills will be highly valued.
CBG04	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Provide support for New Product Approvals &amp; assist on New Private Equity Product Launches.</li> <li>- Develop communication materials for Front Office.</li> <li>- Support Distribution Team in Organizing Marketing Events for External Clients and Front Office.</li> <li>- Provide analytical data support.</li> <li>- Liaise with Fund Counterparties, notably on Legal Documents &amp; Trade Executions.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with Finance background</li> <li>• Good Understanding of the financial markets and in particular Mutual Funds, Private Equity and Hedge Fund</li> <li>• Must be proficient in MS Excel and PowerPoint, candidate with VBA/Macro skills would be a plus</li> <li>• Well-organized, Flexible, Team player</li> </ul>



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CBG05	Consumer Banking Group	CBG-Business Process&Risk Mgmt	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 10	<ul style="list-style-type: none"> <li>- Understand the control requirement on Anti-Money laundering / Know Your Client</li> <li>- As retail client is volume driven, there will be areas to automate and improve upon. Robotics is one area to investigate</li> <li>- Document requirement and liaise with Technology to discuss on possible solutions</li> <li>- Implement changes</li> </ul>	<ol style="list-style-type: none"> <li>1. Business process and controls oriented</li> <li>2. Understand the available technology e.g. Robotics</li> <li>3. Good communication skills - spoken &amp; written</li> <li>4. Project Management</li> </ol>
CBG06	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Maintain and make sure model portfolios and their underlying compositions in Bloomberg are properly updated.</li> <li>- collate necessary data from Bloomberg and prepare monthly fact sheets for the model portfolios.</li> <li>- On regular basis, update necessary information such as fund compositions and NAVs in the Portfolio Construction Tool that the team has developed for use by relationship managers and investment counsellors.</li> <li>- Dependent on candidate's aptitude, opportunities are bountiful to get exposure in advance Excel programming by enhancing the team's tool developed on Excel VBA platform.</li> </ul> <p>Candidate is expected to be involve in a multi-million dollar project that will transform the Bank's investment advisory process significantly. He will need to fully understand the business requirements for the projects, and will be expected to help with:</p> <ul style="list-style-type: none"> <li>- Performing data analysis required for the project (data providers include Bloomberg, Morning Star, etc.)</li> <li>- Performing user-acceptance-tests that compare results obtained from a vendor developed tool vs. that obtained independently.</li> </ul>	<ol style="list-style-type: none"> <li>1) Candidate should have a good learning aptitude,</li> <li>2) Knowledge on investment products is a plus but not a requirement. This will ensure a more fulfilling learning journey with DBS.</li> <li>3) Proficiency in Microsoft Excel,</li> <li>4) Capability in programming (any language) is a plus too.</li> <li>5) Meticulous and diligent, someone who has high expectation of his/her own results.</li> <li>6) Resourceful and able to work independently given guidance.</li> <li>7) Team player and cheerful personality.</li> </ol>
CBG07	Consumer Banking Group	CBG Platform Mgmt - Consumer	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 10	<ul style="list-style-type: none"> <li>- Drive and execute the CBG Platform Strategy, support Business Lead got Finacle and related system projects</li> <li>- Perform business requirements gathering and planning for Finacle related system enhancements</li> <li>- Understand and articulate the opportunities / challenges from both business and technology perspective</li> </ul>	<ul style="list-style-type: none"> <li>* Good understanding and interest in the Banking Industry, preferably in retail banking, Bonds and Deposits product.</li> <li>* Sound knowledge of IT project planning and project management.</li> <li>* Strong communicator, problem-solver and able to articulate complex matters.</li> <li>* Proficient in Microsoft Office suite.</li> </ul>
CBG08	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 10	<ul style="list-style-type: none"> <li>- Review cases relating to Anti-Money Laundering / Know Your Client</li> <li>- Update process documentation</li> <li>- Identify areas of improvements and quantify benefits</li> <li>- Implement quick changes</li> </ul>	<ul style="list-style-type: none"> <li>- Good communication skills</li> <li>- Process and business oriented</li> <li>- Project Management</li> </ul>
CBGCUL01	Consumer Banking Group	CBG Cards & Unsecured Loans	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- Shadow and support Usage managers and learn about business negotiations with partners.</li> <li>- Support campaign execution and ensure smooth delivery with no customers issues.</li> <li>- Research and propose 1 innovative plan to improve/create a customer journey for a identified business problem statement.</li> <li>- Propose copy, manage artworks and prepare for below-the-line / go to market communication.</li> <li>- Track, analyse and propose improvements in after action review.</li> </ul>	<ul style="list-style-type: none"> <li>- Proficient in Microsoft Excel and PowerPoint.</li> <li>- Outgoing personality that can work together as a team and independently.</li> <li>- Enthusiastic to share ideas and good with interacting with people (strangers)</li> <li>- Logical, sensible thinking and can provide suggestions to improve processes.</li> <li>- Able to multi-task and cope with a dynamic 'FMCG' like environment.</li> </ul>



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CBGCUL02	Consumer Banking Group	CBG Cards & Unsecured Loans	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- To assist Product Manager in driving marketing efforts and communications for card campaign and at the same time, ensuring timely execution of the business deliverables.</li> <li>- Ensure timely tracking and analysis of marketing campaigns to enable Product Manager to identify areas for efficiencies.</li> <li>- Provide administrative support to the team including processing of purchase orders, invoices for payment, monitoring and ordering of card stock/ welcome packs.</li> <li>- Liaison with internal and external stakeholders to manage and implement key initiatives.</li> <li>- Analyse market and competitor trends to support Product Manager in sound decision making.</li> <li>- Preparation of reports for business requirement and to manage administrative and operational related matters.</li> </ul>	Proficient in using Microsoft Office
CBGCUL03	Consumer Banking Group	CBG Cards & Unsecured Loans	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>KPI Measurement:               <ul style="list-style-type: none"> <li>- Number of customers acquired for mobile apps / Facebook Messenger chat commerce bot ordering.</li> <li>- Percentage of customers that make a repeat purchase during a given period. Formula. Make sure that customers enjoy the in-app ordering and payment experience with repeat purchases.</li> <li>- Sales volume and transaction count by channel (in-app mobile payment at restaurants / eateries / food courts).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Digital Savvy</li> <li>- Excellent in Microsoft excel e.g. Summarizing Data with a Pivot Table</li> <li>- Excellent in Microsoft PowerPoint for presentation</li> </ul>
CBGDLSL01	Consumer Banking Group	CBG-Deposits & Secured Lending	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- Creating customer journey design flow</li> <li>- leveraging on the various tools available to design and test various customer journey.</li> <li>Objective is to design best in class digital journey</li> <li>- Work on UX design</li> <li>- Work on the various design prototypes and design wireframes</li> <li>- Formulate Social Media strategy</li> <li>- Work on using the various Social Media strategy (Facebook Groups, community, Instagram) to reach out to customer</li> <li>- Agile way of working</li> <li>- Collaboratively work with internal and external partners with a start-up mindset, to achieve agile and robust implementation /reiteration</li> <li>- Presentation skills</li> <li>- Opportunity to present and pitch your ideas to seniors</li> </ul>	Proficient in using Microsoft Office
CBGDLSL02	Consumer Banking Group	CBG-Deposits & Secured Lending	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>Internship Scope               <ul style="list-style-type: none"> <li>- The candidate will be reporting direct to the Product Lead, Wealth Lending and Auto Loans, Consumer Deposits &amp; Secured Lending, Consumer Banking Group.</li> <li>- He/she will be directly involved in assisting the team with the preparation of management reports and presentations for execution of marketing initiatives, through analysis of data from daily business activities.</li> <li>- The candidate is expected to work in a fast paced environment and at the end of the program, will have acquired some of the skills and knowledge of various stages of product management in lending to consumers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Strong desire to learn along with professional drive</li> <li>Excellent verbal and written communication skills</li> <li>Excellent knowledge of MS Office</li> </ul>



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CBGDSL03	Consumer Banking Group	CBG-Deposits & Secured Lending	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<p>Interns will develop and be measured based on the areas of:</p> <ul style="list-style-type: none"> <li>- Ability to develop Product solutions that match customer needs and requirements.</li> <li>- Be able to implement UI/UX design methodologies that would engage users.</li> <li>- Develop marketing plans to reach customers.</li> </ul>	<p>Required: Microsoft Excel, PowerPoint            Preferred: Adobe Illustrator, Basic programming logic, Video editing, experience as a Web master / social influencer would be an advantage            Must have an interest and ability to develop and publish materials and content</p>
CBGDSL04	Consumer Banking Group	CBG-Deposits & Secured Lending	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- Support timely marketing execution, from campaign planning to post campaign results tracking.</li> <li>- Prepare and develop campaign reports and analysis.</li> <li>- Provide support and execute test scope on changes for online acquisition flow.</li> </ul>	Proficient in using Microsoft Office
CBGDSL05	Consumer Banking Group	CBG-Deposits & Secured Lending	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- Attach to team to understand the Secured Lending business, product and process (e.g. Mortgage, Premium Financing).</li> <li>- Assist in marketing campaigns; from campaign planning to post-campaign results tracking.</li> <li>- Prepare and develop campaign reports and analysis.</li> <li>- Attach to team to understand the Secured Lending business, product and process (e.g. Mortgage, Premium Financing).</li> <li>- Assist in marketing campaigns; from campaign planning to post-campaign results tracking.</li> <li>- Prepare and develop campaign reports and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>- Good organizational, conceptualization; verbal and written communication skills</li> <li>- Pays attention to details; creative thinker with pleasant personality, motivated and resourceful</li> <li>- Proficient in using Microsoft Office</li> <li>- Business, product and process knowledge, organizational, negotiation, communication skills.</li> <li>- Attention to detail, analytical, numerical and excel skills.</li> <li>- Value add and contribute as a team player in cross functional projects.</li> </ul>
CBGFSG01	Consumer Banking Group	CBG Financial Planning Group	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- Supporting Unit Trust team in overall administration.</li> <li>- Assist in Product Launches.</li> <li>- Provide coordination support for training relationship managers and branches.</li> <li>- Assist in conducting market research analysis.</li> <li>- Perform ad-hoc projects assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-motivated team players and enjoy working in a fast-paced environment</li> <li>• Have excellent interpersonal and communication skills</li> <li>• MS Office Skills (Excel, Words, PowerPoint) is required</li> <li>• Meticulous individual</li> <li>• Able to learn things fast</li> <li>• Take the work assigned to him/ her seriously</li> </ul>
CBGPB01	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Managers (RMs) to provide excellent service to high net-worth clients so as to achieve client retention.</li> <li>- Partner Client, Business Support and service providers to ensure timely transaction processing and service delivery of clients' requirements.</li> <li>- Understanding of all desk administration and ability to manage the meetings and travel arrangements of RMs.</li> <li>- Understand client requirements and assist RMs in daily maintenance of account relationships.</li> <li>- Ensure compliance with all regulatory requirements.</li> <li>- Track and follow up on outstanding documentation and client outstanding fee payments.</li> </ul>	<p>Bachelors Degree student major in business, economics, finance, or etc</p> <ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>
CBGPB02	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Provide project coordination support for various Grow-the-bank and Run-the-bank initiatives.</li> <li>- Participate in data analytics initiatives.</li> <li>- Collaborate with CIO Team to launch prospecting activities.</li> <li>- Generate manage report and presentations for various business initiatives.</li> <li>- Perform competitor studies of private banks in Asia.</li> </ul>	<ol style="list-style-type: none"> <li>1. Good working knowledge of MS-Word, MS-Excel, MS-PowerPoint</li> <li>2. Good working attitude</li> <li>3. Take initiatives to complete given tasks on a timely basis</li> <li>4. Interest in the private banking and wealth management business</li> </ol>



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CBGPB03	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Provide project coordination support for various Grow-the-bank and Run-the-bank initiatives.</li> <li>- Participate in data analytics initiatives.</li> <li>- Collaborate with CIO Team to launch prospecting activities.</li> <li>- Generate manage report and presentations for various business initiatives.</li> <li>- Perform competitor studies of private banks in Asia.</li> </ul>	<ol style="list-style-type: none"> <li>1. Good working knowledge of MS-Word, MS-Excel, MS-PowerPoint</li> <li>2. Good working attitude</li> <li>3. Take initiatives to complete given tasks on a timely basis</li> <li>4. Interest in the private banking and wealth management business</li> </ol>
CBGPB04	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Assist Business Management in preparing monthly presentation on Business Performance and Initiatives.</li> <li>- Execute &amp; evaluate ground initiatives and data analytics projects that helps the business in growing client growth &amp; deepening client relationships.</li> <li>- Assist the management of client events and internal RM engagement initiatives so as to deliver a smooth &amp; positive experience.</li> </ul>	Proficient in using Microsoft Office
CBGPB05	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Managers (RMs) to provide excellent service to high net-worth clients so as to achieve client retention.</li> <li>- Partner Client, Business Support and service providers to ensure timely transaction processing and service delivery of clients' requirements.</li> <li>- Understanding of all desk administration and ability to manage the meetings and travel arrangements of RMs.</li> <li>- Understand client requirements and assist RMs in daily maintenance of account relationships.</li> <li>- Ensure compliance with all regulatory requirements.</li> <li>- Track and follow up on outstanding documentation and client outstanding fee payments.</li> </ul>	<p>Bachelors Degree student major in business, economics, finance, or etc</p> <ul style="list-style-type: none"> <li>•Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>•Possess knowledge of bank and regulatory requirements</li> <li>•Meticulous and a good team player</li> <li>•Excellent communication and interpersonal skills</li> </ul>
CBGPB06	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Prepare marketing materials for prospects and clients.</li> <li>- Review / consolidate client's transactions, account statements.</li> <li>- Conduct background search (Know Your Client) for prospects and clients.</li> <li>- Organize department meetings.</li> </ul>	<ol style="list-style-type: none"> <li>1. Understanding of financial products and financial markets</li> <li>2. Strong communication skills in both English and Chinese (speaking and writing)</li> <li>3. Proficiency in Microsoft Office</li> <li>4. Self-driven and self-motivated</li> </ol>
CBGPB07	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Provides administrative and client service support to Relationship Managers and Assistant Relationship Managers, wherever required.</li> <li>- Handles any ad-hoc requests from RMs and ARMs; capable of resolving issues quickly.</li> <li>- Maintains paperwork and records of client accounts.</li> <li>- Supporting RMs in account opening by conducting market research on client's information for KYC purpose.</li> <li>- Assists in administrative duties include scheduling appointments, preparing correspondences, arranging meetings and receptions, producing presentation materials, keeping team meeting minutes.</li> </ul>	Fluent in speaking and good in writing both English and Mandarin as the internship is for private banking Greater China team.



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CBGPB08	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Manager (RM) and Assistant Relationship Manager (ARM) to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with middle office to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion Prepare Investment Objectives Setting (IOS) booklet update, Portfolio review and Know Your Client (KYC) review</li> </ul>	<ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>
CBGPB09	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Manager (RM) and Assistant Relationship Manager (ARM) to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with middle office to ensure that the team is up to date on compliance documentation and control items. Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion Prepare Investment Objectives Setting (IOS) booklet update, Portfolio review and Know Your Client (KYC) review.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>
CBGPB10	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Manager (RM) and Assistant Relationship Manager (ARM) to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with middle office to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion Prepare Investment Objectives Setting (IOS) booklet update, Portfolio review and Know Your Client (KYC) review.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>
CBGPB11	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Manager (RM) and Assistant Relationship Manager (ARM) to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with middle office to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion Prepare Investment Objectives Setting (IOS) booklet update, Portfolio review and Know Your Client (KYC) review</li> </ul>	<ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>



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CBGPB12	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Managers (RMs) to provide excellent service to high net-worth clients so as to achieve client retention.</li> <li>- Partner Client, Business Support and service providers to ensure timely transaction processing and service delivery of clients' requirements.</li> <li>- Understanding of all desk administration and ability to manage the meetings and travel arrangements of RMs.</li> <li>- Understand client requirements and assist RMs in daily maintenance of account relationships.</li> <li>- Ensure compliance with all regulatory requirements.</li> <li>- Track and follow up on outstanding documentation and client outstanding fee payments.</li> </ul>	Bachelors Degree student major in business, economics, finance, or etc <ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>
CBGPB13	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Manager (RM) and Assistant Relationship Manager (ARM) to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with middle office to ensure that the team is up to date on compliance documentation and control items. Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion Prepare Investment Objectives Setting (IOS) booklet update, Portfolio review and Know Your Client (KYC) review.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>
CBGPB14	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support Relationship Manager (RM) and Assistant Relationship Manager (ARM) to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with middle office to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion Prepare Investment Objectives Setting (IOS) booklet update, Portfolio review and Know Your Client (KYC) review.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess knowledge of banking products and services such as foreign exchange, bonds, equities, derivatives, fund management products and financial structures</li> <li>• Possess knowledge of bank and regulatory requirements</li> <li>• Meticulous and a good team player</li> <li>• Excellent communication and interpersonal skills</li> </ul>
CBGPB15	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Competitive monitor strategy covering product, pricing, footprint, customer value proposition etc.</li> <li>- Develop insights into how to take leadership position.</li> <li>- Development of processes to ensure that analytical work is fully aligned with business priorities &amp; maximizes translation of insights into action.</li> <li>- Presentation that can accurately update management on project progress.</li> <li>- Good management of internal stakeholders and project updates.</li> <li>- Drive awareness, usage, adoption and engagement amongst team.</li> <li>- Organize briefing / training sessions for RMs</li> </ul>	Proficient in using Microsoft Office



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CBGPB16	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Assist in Business Manager of NA team in admin and management reporting.</li> <li>- Strategic planning for the business.</li> <li>- Tracking of budget and HC.</li> <li>- Assist in the planning of acquisition events.</li> <li>- Assist Team leaders in liaising and paperwork to do with acquisition events/forums.</li> <li>- Help the market head of the team in some admin work as well as financial tracking.</li> <li>- Pen down executive summaries for meetings held between the Ex Co as well as in internal meetings that the business manager attends.</li> <li>- Organise training and events for the entire NA team.</li> <li>- Liaise with PB HK in strategy planning as well as lead in initiatives pertaining to digital and system.</li> <li>- Help ARMs to do KYC corroboration and paperwork.</li> </ul>	Proficient in mandarin speaking/written skills, Microsoft excel and PowerPoint
CBGPB17	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<p>Business Support (Run-the-bank)</p> <ul style="list-style-type: none"> <li>- Support Relationship Manager and Assistant Relationship Manager to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with Business Manager and Business Management Support to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion with Relationship Manager.</li> <li>- Support Assistant Relationship Manager to prepare iOS update, portfolio review and KYC research.</li> </ul>	Quantitative skills, including working knowledge of statistical/database languages/software such as SAS, Access database, SQL, Excel & VBA.
CBGPB18	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<p>Business Support (Run-the-bank)</p> <ul style="list-style-type: none"> <li>- Support Relationship Manager and Assistant Relationship Manager to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with Business Manager and Business Management Support to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion with Relationship Manager.</li> <li>- Support Assistant Relationship Manager to prepare iOS update, portfolio review and KYC research.</li> </ul>	Quantitative skills, including working knowledge of statistical/database languages/software such as SAS, Access database, SQL, Excel & VBA.



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CBGPB19	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	Business Support (Run-the-bank) <ul style="list-style-type: none"> <li>- Support Relationship Manager and Assistant Relationship Manager to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with Business Manager and Business Management Support to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion with Relationship Manager.</li> <li>- Support Assistant Relationship Manager to prepare iOS update, portfolio review and KYC research.</li> </ul>	Quantitative skills, including working knowledge of statistical/database languages/software such as SAS, Access database, SQL, Excel & VBA.
CBGPB20	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	Business Support (Run-the-bank) <ul style="list-style-type: none"> <li>- Support Relationship Manager and Assistant Relationship Manager to provide excellent client experience to High Networth clients.</li> <li>- Analyse and monitor investment and credit portfolios to ensure client has sufficient collateral and limits.</li> <li>- Performance tracking for client portfolios and generate client reports.</li> <li>- Work with Business Manager and Business Management Support to ensure that the team is up to date on compliance documentation and control items.</li> <li>- Generate and implement ways to improve the efficiency of processes and procedures.</li> <li>- Support Team Lead in planning and running quarterly small-scale events and tracking prospects conversion with Relationship Manager.</li> <li>- Support Assistant Relationship Manager to prepare iOS update, portfolio review and KYC research.</li> </ul>	Quantitative skills, including working knowledge of statistical/database languages/software such as SAS, Access database, SQL, Excel & VBA.
CBGPB21	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Implementation plan and tracker.</li> <li>- Management report.</li> <li>- Improved sales process that balance business KPIs with adherence to risk and control governance.</li> <li>- Development and execution of marketing campaigns &amp; event triggers to support customer acquisition, cross &amp; upselling and account activation goals within DBS.</li> </ul>	Proficient in using Microsoft Office
CBGPB22	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Design and create a competitive monitoring process and system.</li> <li>- Manage regular interaction with frontline Team Leaders to collate team input into business progress, feedback, suggestion and challenges.</li> <li>- Design, create and tracks marketing initiatives.</li> <li>- Development and execution of marketing campaigns &amp; event triggers to support customer acquisition, cross &amp; upselling and account activation goals for India Corridor.</li> </ul>	Proficient in using Microsoft Office



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CBGPB23	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 10	<ul style="list-style-type: none"> <li>- Retrieve clients' information pertaining clients' wealth accumulation from bank's system</li> <li>- Verify the information of employment/ business ownership by using public searches and agency databases</li> <li>- Document the findings in clients' KYC profile with the bank</li> <li>- Screen clients' names and clients' source of wealth contributors against sanction and available AML lists</li> <li>- Assess whether clients' profiles and the results of the screening are meeting bank's and MAS 626 guidelines</li> <li>- Assess all AML risk factors pertaining clients and assign a risk rating by applying bank's risk rating methodology</li> </ul>	Candidate must be able to communicate confidently to relationship managers and members of the KYC team. Candidates must be structured and meticulous to detect inconsistencies in clients' profiles and to be able to detect compliance/ tax and AML issues
CBGPB24	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Provide assistance to investment counsellors in their product marketing efforts.</li> <li>- Provide support to the ICs in managing and monitoring clients' portfolios.</li> <li>- Gather information on economic, finance or investment matters for use by ICs.</li> <li>- Compile recommendation list from the various product team to address client needs.</li> <li>- Prepare proposals that suit clients' target strategic asset allocation and reflect his or her investment objective and risk profile.</li> </ul>	<ul style="list-style-type: none"> <li>- proficient in Microsoft Excel and PowerPoint</li> <li>- proficient in Mandarin Chinese</li> </ul>
CBGPB25	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 10	<ul style="list-style-type: none"> <li>- Assist in the product development of new wealth products. Work with various other departments to ensure all aspects of product development are fulfilled.</li> <li>- Developing Product Snippets and setting up SharePoint for all the wealth products and the related system booking processes.</li> <li>- Assist in enhancement of Product Risk Rating System (PRRS). Define methodology for automation in PRRS for ratings review of unrated bonds and explanation of risk rating methodology.</li> <li>- Assist in Training formulation and Admin/Review of Training framework.</li> </ul>	<ol style="list-style-type: none"> <li>1. Basic understanding of financial investment products, including appreciation of the risks and returns.</li> <li>2. Proficiency in PowerPoint and excel and general interest in working with systems.</li> </ol>
CBGPB26	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Support of Research, Training and Monitoring Material.</li> <li>- Helping to manage Master list, FST Publications &amp; Deliverables as well support of Analyst Coverage &amp; Advisory Projects.</li> <li>- To Build knowledge of Wealth Management.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of EXCEL</li> <li>- Interest in CFA Programme</li> </ul>
CBGPB27	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<p>Key Objectives</p> <ul style="list-style-type: none"> <li>- Contribute to regional Fund Research and Selection for DBS Bank</li> <li>- Support publication of end-client materials (online and offline) as well as Funds Recommendations Guidebook and focus fund communications.</li> <li>- Participate in digital initiatives and look to enhance existing processes/tasks via automation/ process re-engineering</li> <li>- Participate in digital/ad-hoc project initiatives</li> </ul>	<ol style="list-style-type: none"> <li>1. Strong interest in developing product knowledge relating to Wealth Management, Funds &amp; Advisory</li> <li>2. Background in Engineering/IT, Banking, Finance, Marketing, Economics or other related discipline preferable</li> <li>3. Good communication skills, both written and speaking</li> </ol> <p>Proficiency in MS Office applications (Excel, Word, PowerPoint) is required - VBA/programming skills, if any, would be a plus</p>



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CBGPB28	Consumer Banking Group	Private Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<p>- Provide assistance to the team members with tasks and duties. These include editing and arranging documents related to clients, mailing out packages, attending meetings and talks, transport documents within the building, create excel templates that integrate financial services software to streamline the team's information gathering process and data logging into software and on paper.</p> <p>- Aid in projects the team has for its client, such as portfolio creation, research on financial products that cater to client needs and wants and formatting documents to be presented to clients in a clear and precise manner.</p> <p>- The intern should come in with the attitude to learn and strive for the best. If the intern's capabilities permit, the intern will be able to work with more demanding but meaningful projects that will also enable the intern to network with various teams and staff. Hence building up the intern's work experience and portfolio. The intern must be able to manage and schedule multiple tasks on hand in order to complete his/her work before the deadline.</p>	Proficient in using Microsoft Office
CBGUX01	Consumer Banking Group	CBG Digital Banking	UE BizHub @ Changi Business Park, Level 9	<p>* You'll spend time with our wonderful research team. Together you'll try to understand the business goals of your project and, more often than not, meet the stakeholders to redefine the problem statement.</p> <p>* Once you know where you're going, it's time to tackle the behemoth tech systems and legal restrictions of a bank. Your product manager will become your best friend. You'll message the tech lead more than your parents. You'll get a crash course in finance law.</p> <p>* We do respect the privacy of people with headphones-on, trying to avoid eye contact. So you'll have the time to actually produce work you're proud of.</p> <p>* We want to hire people who have opinions, believe in their ideas and are willing to fight for them. But we also want people who can recognise when a better argument or solution is put before them. All of us participate in user testing, and so will you.</p> <p>* Like we said, producing good work is not good enough if it doesn't get built. We love you, Dribbble/Behance. It's not you, it's us. You will meet stakeholders from different departments and articulate your ideas so clearly that you'll become an honorary Toastmaster.</p> <p>* To prepare for those meetings you'll need to check the latest relevant data.</p> <p>* Before you know it, it will be Friday and time for team dinner, drinks or Creative Day (we do something fun and creative together once a month).</p>	<p>Sketch, InVision, After Effects (optional)</p> <p>* We have senior and junior positions. Let us know what kind of role you're looking for when you apply.</p> <p>* You can brainstorm the next big thing one moment and still tweak pixels right before launch.</p> <p>* You have the ability to prioritise (you don't focus on illustrations if the UX looks like a love child between Frankenstein and Krusty the Clown).</p> <p>* You work smart and are ready to improve processes.</p> <p>* You have enough curiosity to stay savvy about industry and UX trends.</p> <p>* You have confidence in your ideas and the ability to communicate them clearly.</p> <p>* You follow through—when built, your designs actually look and work like they should. You monitor products after launch and are ready to suggest</p>



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CBGUX02	Consumer Banking Group	CBG Digital Banking	UE BizHub @ Changi Business Park, Level 9	<ul style="list-style-type: none"> <li>* You'll spend time with our wonderful research team. Together you'll try to understand the business goals of your project and, more often than not, meet the stakeholders to redefine the problem statement.</li> <li>* Once you know where you're going, it's time to tackle the behemoth tech systems and legal restrictions of a bank. Your product manager will become your best friend. You'll message the tech lead more than your parents. You'll get a crash course in finance law.</li> <li>* We do respect the privacy of people with headphones-on, trying to avoid eye contact. So you'll have the time to actually produce work you're proud of.</li> <li>* We want to hire people who have opinions, believe in their ideas and are willing to fight for them. But we also want people who can recognise when a better argument or solution is put before them. All of us participate in user testing, and so will you.</li> <li>* Like we said, producing good work is not good enough if it doesn't get built. We love you, Dribbble/Behance. It's not you, it's us. You will meet stakeholders from different departments and articulate your ideas so clearly that you'll become an honorary Toastmaster.</li> <li>* To prepare for those meetings you'll need to check the latest relevant data.</li> <li>* Before you know it, it will be Friday and time for team dinner, drinks or Creative Day (we do something fun and creative together once a month).</li> </ul>	Sketch, InVision, HTML/CSS <ul style="list-style-type: none"> <li>* We have senior and junior positions. Let us know what kind of role you're looking for when you apply.</li> <li>* You can brainstorm the next big thing one moment and still tweak pixels right before launch.</li> <li>* You have the ability to prioritise (you don't focus on illustrations if the UX looks like a love child between Frankenstein and Krusty the Clown).</li> <li>* You work smart and are ready to improve processes.</li> <li>* You have enough curiosity to stay savvy about industry and UX trends.</li> <li>* You have confidence in your ideas and the ability to communicate them clearly.</li> <li>* You follow through—when built, your designs actually look and work like they should. You monitor products after launch and are ready to suggest</li> </ul>
CBGUX03	Consumer Banking Group	CBG Digital Banking	UE BizHub @ Changi Business Park, Level 9	<ol style="list-style-type: none"> <li>1. Work on the voice and tone guide: examples, templates, glossaries</li> <li>2. Help us onboard Lokalise content management and translation system</li> <li>3. Do competitive research online for new products/features</li> </ol>	Sketch, InVision, Office 360
CBGUX04	Consumer Banking Group	CBG Digital Banking	UE BizHub @ Changi Business Park, Level 9	<ul style="list-style-type: none"> <li>* You'll spend time with our wonderful research team. Together you'll try to understand the business goals of your project and, more often than not, meet the stakeholders to redefine the problem statement.</li> <li>* Once you know where you're going, it's time to tackle the behemoth tech systems and legal restrictions of a bank. Your product manager will become your best friend. You'll message the tech lead more than your parents. You'll get a crash course in finance law.</li> <li>* We do respect the privacy of people with headphones-on, trying to avoid eye contact. So you'll have the time to actually produce work you're proud of.</li> <li>* We want to hire people who have opinions, believe in their ideas and are willing to fight for them. But we also want people who can recognise when a better argument or solution is put before them. All of us participate in user testing, and so will you.</li> <li>* Like we said, producing good work is not good enough if it doesn't get built. We love you, Dribbble/Behance. It's not you, it's us. You will meet stakeholders from different departments and articulate your ideas so clearly that you'll become an honorary Toastmaster.</li> <li>* To prepare for those meetings you'll need to check the latest relevant data.</li> <li>* Before you know it, it will be Friday and time for team dinner, drinks or Creative Day (we do something fun and creative together once a month).</li> </ul>	Sketch, InVision, Omnigraffle <ul style="list-style-type: none"> <li>* We have senior and junior positions. Let us know what kind of role you're looking for when you apply.</li> <li>* You can brainstorm the next big thing one moment and still tweak pixels right before launch.</li> <li>* You have the ability to prioritise (you don't focus on illustrations if the UX looks like a love child between Frankenstein and Krusty the Clown).</li> <li>* You work smart and are ready to improve processes.</li> <li>* You have enough curiosity to stay savvy about industry and UX trends.</li> <li>* You have confidence in your ideas and the ability to communicate them clearly.</li> <li>* You follow through—when built, your designs actually look and work like they should. You monitor products after launch and are ready to suggest</li> </ul>



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CBGUX05	Consumer Banking Group	CBG Digital Banking	UE BizHub @ Changi Business Park, Level 9	<ul style="list-style-type: none"> <li>* You'll spend time with our wonderful research team. Together you'll try to understand the business goals of your project and, more often than not, meet the stakeholders to redefine the problem statement.</li> <li>* Once you know where you're going, it's time to tackle the behemoth tech systems and legal restrictions of a bank. Your product manager will become your best friend. You'll message the tech lead more than your parents. You'll get a crash course in finance law.</li> <li>* We do respect the privacy of people with headphones-on, trying to avoid eye contact. So you'll have the time to actually produce work you're proud of.</li> <li>* We want to hire people who have opinions, believe in their ideas and are willing to fight for them. But we also want people who can recognise when a better argument or solution is put before them. All of us participate in user testing, and so will you.</li> <li>* Like we said, producing good work is not good enough if it doesn't get built. We love you, Dribbble/Behance. It's not you, it's us. You will meet stakeholders from different departments and articulate your ideas so clearly that you'll become an honorary Toastmaster.</li> <li>* To prepare for those meetings you'll need to check the latest relevant data.</li> <li>* Before you know it, it will be Friday and time for team dinner, drinks or Creative Day (we do something fun and creative together once a month).</li> </ul>	Sketch, InVision, Adobe Design Tool <ul style="list-style-type: none"> <li>* We have senior and junior positions. Let us know what kind of role you're looking for when you apply.</li> <li>* You can brainstorm the next big thing one moment and still tweak pixels right before launch.</li> <li>* You have the ability to prioritise (you don't focus on illustrations if the UX looks like a love child between Frankenstein and Krusty the Clown).</li> <li>* You work smart and are ready to improve processes.</li> <li>* You have enough curiosity to stay savvy about industry and UX trends.</li> <li>* You have confidence in your ideas and the ability to communicate them clearly.</li> <li>* You follow through—when built, your designs actually look and work like they should. You monitor products after launch and are ready to suggest</li> </ul>
CBGUX06	Consumer Banking Group	CBG Digital Banking	UE BizHub @ Changi Business Park, Level 9	<ul style="list-style-type: none"> <li>* We are a big company with a lot of stakeholders and we are shifting to agile development. So whether you need to conduct usability research or workshop with stakeholders to redefine the problem statement, you'll be doing a fair amount of planning and prioritising each week.</li> <li>* Not everything has to be tested. You will identify when research is required and when best practices are the way to go. And you will help us communicate that to our stakeholders.</li> <li>* You will do the groundwork: qualitative and quantitative research. We've done some interesting stuff: diary study (we got people to log all their payments and write about each), Ethnography (observe how small merchants are coping with digital payments) and others. In short, we love to experiment and hope you will join in.</li> <li>* Once you've done the research, you'll create sharp and concise reports full of actionable findings. Your reports will be things of beauty that will inspire your colleagues to truly start seeing through the eyes of our customers.</li> <li>* UX is a pretty established discipline here at DBS [(thanks to one person especially)], but we can always use help to evangelise the importance of good UX Research, and how, just because it has the word 'research' in it, it doesn't take months!</li> </ul>	Statistical tools (optional) <ul style="list-style-type: none"> <li>* You've had hands-on involvement with an end-to-end research process.</li> <li>* You have a working knowledge of qualitative and quantitative data analyses, usability testing, eye tracking, card sorting, survey evaluation, A/B and multivariate testing and heuristic evaluations.</li> <li>* You can filter out noise to uncover actionable insights. In our experience, people who are organised, methodical and analytical are very good at this.</li> <li>* You have working knowledge of data-logging tools such as Morae and Tobii, etc.</li> <li>* You are an eloquent public speaker and an accomplished report-writer.</li> <li>* You are an empathic human being with interest in psychology, anthropology, human-computer interaction, cognitive science and business.</li> </ul>
CBGWSM01	Consumer Banking Group	Consumer Banking Group	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	The intern would be working closely with the regional and country CBG marketing teams to implement regional best practices in the countries. In the process the intern will also learn on some marketing best practices.	Marketing preference, creative mind and analytical orientation.
CBGWSM02	Consumer Banking Group	Consumer Banking Group	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Research best in class external marketing examples</li> <li>- Prepare powerpoint slides for marketing plans</li> <li>- Follow up on activities assigned</li> </ul>	Great attitude High energy Passionate about learning Needs to have high EQ good PowerPoint skills Good understanding of digital marketing Some knowledge of marketing technology tools (e.g. Adobe Analytics etc)



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CBGWSM03	Consumer Banking Group	Consumer Banking Group	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 6	<ul style="list-style-type: none"> <li>- Co-lead certain areas in launching a wealth event. (Measured by feed back from attendees + smooth running on event day)</li> <li>- Research and analyse industry info / data.</li> <li>- Create structured process flow to optimize process flow around specific areas.</li> </ul>	Intern must be competent in the following: <ol style="list-style-type: none"> <li>1. PowerPoint</li> <li>2. Excel</li> <li>3. Excellent communication skills</li> <li>4. Able to deal with stakeholders from different levels</li> </ol>
CM01	Capital Markets	Capital Mkts-Indonesia	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 46	<ul style="list-style-type: none"> <li>- Provide support to the team by conducting industry, market and company research, as well as preparing research briefs.</li> <li>- Compile and maintain various databases containing relevant market, industry and company-specific metrics, indicators and statistics.</li> <li>- Perform quantitative analyses (both financial and non-financials) under supervision of experienced team members.</li> <li>- Assist in the preparation of pitchbooks.</li> </ul>	<ol style="list-style-type: none"> <li>1. Basic accounting and finance knowledge</li> <li>2. Numerical and detail-oriented</li> <li>3. Proficient in Microsoft excel and PowerPoint</li> </ol>
GA01	Group Audit	DBS Group Audit	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	<ul style="list-style-type: none"> <li>- Conduct research on key Internal Audit best practices, trends &amp; regulations and see how we can incorporate it into our Audit methodology.</li> <li>- Improve audit efficiency and achieve process consistency by deriving Audit methodology relating to the latest work processes as well as Data Analytics tools.</li> <li>- Update Audit Guide updates based on Institute of Internal Auditors standards as well as best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong interpersonal relationship capabilities and people leadership to drive projects</li> <li>• Demonstrates high level of team work.</li> <li>• Possess advanced knowledge of Microsoft Office package, especially Excel and Word</li> </ul>
GA02	Group Audit	DBS Group Audit	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	1. CRISP-DM Methodology The day to day work is to assist data scientist to: <ul style="list-style-type: none"> <li>- identify opportunities to apply data analytics</li> <li>- Define analytical techniques and approaches to address identified opportunities</li> <li>- Develop models and perform statistical analysis to identify key areas of risk and predict risk events</li> <li>- Present key findings to management and / or other stakeholders</li> </ul> 2. Data Science Application for internal audit Appreciate internal audit's methodology & auditor's day to day workflow KPI: Deliverables pass testing and be successfully deployed	Proficient in R or Python, & SQL. Understand data science & machine learning concepts.
GA03	Group Audit	DBS Group Audit	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	<ul style="list-style-type: none"> <li>- Understand the banking business sufficiently to be a technology business enable.</li> <li>- Obtain sufficient mastery of Structured Query Language (SQL) to implement the digitalisation solutions.</li> <li>- As part of a team of technology business enablers, implement digitalisation solutions such as dashboards for the department.</li> </ul>	Exposure to any form of software programming (as an example, SQL programming)
GA04	Group Audit	DBS Group Audit	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	<ul style="list-style-type: none"> <li>- Completion of assigned work within allocated timelines per audit schedule</li> <li>- Assist team in coordination and collating of structured and unstructured data for purpose of dashboard and trend analysis, sampling and exception reporting</li> <li>- Complete mapping / landscape of risk matrices used across GTS products and processes.</li> </ul>	Proficient in Excel and handling of large databases Good interpersonal skills and working as a team Basic understanding of corporate banking products
GF01	Group Finance	Finance	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 5	<ul style="list-style-type: none"> <li>- Assist in collating data for benchmarking analysis.</li> <li>- Support the User Acceptance Testing, data testing and analysis for the implementation of the new cost allocation project.</li> <li>- Propose process improvements or automation of existing reports.</li> </ul>	Basic Accounting knowledge Proficient in Excel (vlookup, pivot tables, etc)



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GF02	Group Finance	Finance	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 11	<p>Staff &amp; Project related activities:</p> <ul style="list-style-type: none"> <li>- Coordination activities for Joyspace (office redesign project).</li> <li>- Developing new joiner induction program. Also learning related communication activities to support the Learning Council (e.g. managing sign up for trainings, payment processing etc).</li> <li>- Support rollout of E-storage project to the locations (Digitisation of records).</li> <li>- Other activities that may require support.</li> </ul>	<ul style="list-style-type: none"> <li>Basic Excel &amp; PowerPoint skills</li> <li>Multitasking Communication skills (verbal &amp; by email)</li> <li>Project management skill</li> <li>Creativity will be good to have.</li> </ul>
GF03	Group Finance	Finance	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 10	<p>General Ledger Section :</p> <ul style="list-style-type: none"> <li>- Perform daily reconciliation of Client Main board Balancing(CCMB).</li> <li>- Prepare daily and month end journal entries.</li> <li>- Prepare schedules for prepayments, accruals, deposits on monthly basis.</li> <li>- Prepare Inter-co debit notes &amp; invoices to third parties such as commission unbundling.</li> <li>- Assist in GST output/input tax reconciliation.</li> <li>- Assist in the preparation of Dept of Statistics surveys.</li> </ul> <p>Regulatory Reporting Section :</p> <ul style="list-style-type: none"> <li>- Prepare daily Monitoring of Threshold report for Derivatives business.</li> <li>- Prepare daily segregation of clients funds for Securities business.</li> <li>- Update FX details in our Regulatory reporting system (RBC).</li> <li>- Update the Last Done Price.</li> </ul> <p>Any ad-hoc and administrative duties</p>	<ul style="list-style-type: none"> <li>Possesses basic accounting knowledge</li> <li>Proficient in Microsoft excel</li> <li>Positive attitude</li> <li>Good interpersonal skills</li> </ul>
GF04	Group Finance	Finance	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 11	<ul style="list-style-type: none"> <li>- Drive consistency in application of General Ledger Account Ownership (GLAO) and Manual Journal Entries (MJE) standards and guidelines across locations, business and support units. Ensure effectiveness and adequacy of controls.</li> <li>- Assist in monthly production of GLAO reports.</li> <li>- Assist in Quality Assurance Reviews (QAR) if required, to strengthen controls and compliance in the area of GLAO, MJE and regulatory reporting. Share lessons learnt.</li> <li>- Assist in GLAO automation and adhoc projects where required.</li> <li>- Drive continuous improvements and standardization efforts across locations, business and support units to strengthen the financial control environment.</li> <li>- Promote and drive financial control mindset and awareness across the Group.</li> <li>Conduct training for operational risk management, GLAO and MJE.</li> </ul>	<ul style="list-style-type: none"> <li>• Can-do attitude, possess initiative, drive and ability to work independently and be a good team player.</li> <li>• Proficient in Microsoft Office Applications, in particular PowerPoint and Excel.</li> <li>• Possess excellent communication skills and able to distil and frame issues clearly.</li> </ul>
GF05	Group Finance	Group Tax & Accounting Policy	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 11	<ul style="list-style-type: none"> <li>- Review, research and suggest of improvements to streamline and refine existing processes, documentation and legal agreements. This will involve independently sourcing ideas, application of technology and end-to-end implementation of the proposal.</li> <li>- Drafting of Transfer Pricing global documentation, involving understanding of the activities carried out by the Bank's business units and teams.</li> <li>- Participation in dispute resolution between governments (e.g. Singapore vs other countries), including the building of qualitative and quantitative arguments acceptable in the Tribunal/Courts.</li> <li>- Extract and interpret financial information from company accounts / financial systems for compliance with Related Party Transaction filing requirements.</li> <li>- Analyse financial information to support tax certification processes conducted in combination with external auditors, and maintenance of supporting workings / files</li> </ul>	<ul style="list-style-type: none"> <li>- Possess basic financial service industry or accounting knowledge</li> <li>- Proficiency in suite of Microsoft products (e.g. Word, Excel, PowerPoint)</li> <li>- High standard of written and spoken English</li> <li>- Drive and ability to work independently</li> </ul>



## Intern - 2019 DBS Work Attachment

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
GF06	Group Finance	Finance	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 11	1. Support strategic initiatives through: <ol style="list-style-type: none"> <li>a. Engaging in desktop research (which is most often used for 1(b)).</li> <li>b. Preparing persuasive presentations</li> <li>c. Coordinating multiple stakeholders (advanced).</li> </ol> 2. Support strategic communications through: <ul style="list-style-type: none"> <li>- Writing or editing sustainability-related features and articles for external website/internal portal</li> <li>- Managing and supporting internal communications initiatives e.g. campaigns and events, with the guidance of the manager.</li> </ul> Overall, the intern is measured on: <ul style="list-style-type: none"> <li>- Completion of 2 short articles (up to 400 words) for the intranet. Topics and guidance will be provided.</li> <li>- The degree to which he/she takes the initiative and asks questions</li> <li>- Clarity of thought and message.</li> </ul> For items 1(a) and 1(b), the intern will be asked to present their findings and explain their thinking process.	<ul style="list-style-type: none"> <li>• Majoring in: sustainability or related, business admin, marketing and communications.</li> <li>• Keen passion for sustainability</li> <li>• Thoughtful and reasonably competent in writing, speaking, presenting</li> <li>• University undergraduate</li> <li>• At least year 2, year 3-4 preferred</li> </ul>
GHR01	Group Human Resources	HR-Reward	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Involved in employee benefit activities, including organising on-site activities on health or other wellness programs.</li> <li>- Help with data collation and presentation slide deck to management team.</li> <li>- Involved in idea creation for employee programs / employee communications.</li> </ul>	Proficient in using Microsoft Office
GHR02	Group Human Resources	HR-Shared Services	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	1. Assist the team to complete Cycle 1 of the Risk & Control Self-Assessment for HR Singapore. <ul style="list-style-type: none"> <li>- To understand the key HR processes under review.</li> <li>- To participate in the review of the identified risk areas.</li> <li>- To report on the key findings.</li> </ul> 2. Assist the RNF Team to complete due diligence checks on the Bank's Relationship Managers prior to lodgement with MAS. <ul style="list-style-type: none"> <li>- To complete checks accurately &amp; on a timely basis.</li> </ul>	<ol style="list-style-type: none"> <li>1. Good understanding of Operational Risk</li> <li>2. Proficient in Microsoft Excel</li> </ol>
GHR03	Group Human Resources	HR-Shared Services	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	<ul style="list-style-type: none"> <li>- Study and understand ITIL concept specifically in Service Operation and Continuous Service Improvement.</li> <li>- Perform user requirement analysis across HR shared services the various operations business workflows on the day to day BAU activities.</li> <li>- Translate the user requirement into User Stories or functional specification to be configured by JIRA consultants.</li> <li>- Configure and work closely with JIRA consultants in the delivery of GHR JIRA Service Desk.</li> <li>- Documentation and provide training.</li> </ul>	Proficient in Microsoft Excel/Macro, ITIL Service Operations know how, basic JIRA programming knowledge, basic programming knowledge - HTML, C++, JavaScript etc.



## Intern - 2019 DBS Work Attachment

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
GHR04	Group Human Resources	HR-Talent Acquisition	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Cultivate a proficient understanding of DBS recruitment's products and processes.</li> <li>- Work with global stakeholders to understand their recruitment structure and how new products/ solutions can enhanced the existing recruitment experience. Keep others apprised of and involved in work by communicating information and status to project leads and team members, coordinating work cross-functionally.</li> <li>- Ability to clearly communicate in discussions and written documents, and to deliver regular updates clearly. Effectively communicate the nuances of our enhanced hiring process/ experience.</li> <li>- Solve problems and produce solutions by collecting and analysing data, identifying alternatives when circumstances change, and seeking out ways to improve the business beyond your stated responsibilities</li> <li>- Deliver consistent, high quality work in a fast-paced, dynamic work environment by managing time and effort across various projects, taking initiative to complete unanticipated or ad hoc tasks, and verifying the completeness of your own work.</li> </ul>	Proficient in using Microsoft Office
GHR05	Group Human Resources	HR-Talent Acquisition	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- To participate in the innovation journey for the recruitment team.</li> <li>- Communicate clearly and effectively.</li> <li>- Work well in teams.</li> <li>- Work out solutions to day-to-day issues</li> <li>- Show time and task management abilities.</li> <li>- Show initiative and independent learning.</li> <li>- Perform HR-related tasks / functions / roles by applying HR knowledge and skills acquired from the classroom to the workplace.</li> <li>- Appreciate the HR operations / procedures / processes / practices / challenges / technologies at the workplace.</li> </ul>	Proficient in using Microsoft Office

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
GLCS01	Group Legal, Compliance & Secretariat	Compliance	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 12	<p>1. Maintenance of Blackout List Timely institution and lifting of blackouts (research, staff personal trading, proprietary trading and client solicitation, where applicable) on relevant companies/counters where DBS has a role in advising on a transaction or where there are restrictions imposed by Temasek. The blackout list is maintained via the Bank's PIP System.</p> <p>2. Maintenance of Greylists Ensure that greylists raised by business units are promptly programmed and effected via the Bank's PIP System. Staff will be responsible for the timely and accurate inclusion/removal of counters and staff in/from the greylists via the PIP System and notification to the relevant staff via wall-crossing/uncrossing emails accordingly.</p> <p>3. Research Clearance Provide clearance of the company/counter names submitted by Research against the list of companies/counters on research blackout, so as to ensure that Research does not issue research reports for companies/counters that are on research blackout.</p> <p>4. Assist in matters relating to the development and enhancements of Systems/Automation of Control Room processes to improve efficiency and accuracy.</p> <p>In addition, intern will be tasked with ad-hoc Capital Markets Compliance matters.</p>	<p>Meticulous with a keen eye for details</p> <p>Positive working attitude</p> <p>Able to work well in a team</p> <p>Proficient in Microsoft Excel</p>
GLCS02	Group Legal, Compliance & Secretariat	Compliance	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 12	<p>Scope: Having opportunities to assist and participate in the following: - Advisory work. - Financial crime governance committee meetings. - Interacting with teams from other departments of the bank. (for the above domain areas) with guidance from the Direct Manager/Mentor.</p> <p>KPI: - Ability to grasp basic working knowledge of the above domain areas. - Application skills for the above domain areas to advisory related work. - Feedback from direct manager, mentor and stakeholders from other departments of the bank. - Efficiency and effectiveness in handling tasks (including drafting group and bankwide compliance communication) assigned.</p>	<p>- Preference for Accountancy or Business undergraduates for their easier grasp and understanding of banking operations and general compliance function of a bank</p> <p>- Good interpersonal skills</p> <p>- Good PowerPoint skillset</p>
GSMC01	Group Strategic, Marketing & Communications	Grp Strategic Mktg & Comms	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	<p>The intern will be intimately involved in running corporate events and understanding the end-to-end process, including the need to deliver events in a timely and cost-efficient manner.</p> <p>The intern will also assist the team on branding efforts, including developing ideas/initiatives to enhance DBS' brand positioning to deliver differentiated brand outcomes.</p>	<p>Proficient in using Microsoft Office</p>



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Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
GSMC02	Group Strategic, Marketing & Communications	Grp Strategic Mktg & Comms	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	<ul style="list-style-type: none"> <li>- Contribute to brainstorming sessions and internal daily/weekly status meetings.</li> <li>- Research on social media trends and effective social campaigns and contribute to proposals adopting these to our daily content development and distribution.</li> <li>- Assist studio team on individual content projects as directed.</li> <li>- Work on individual content projects under the guidance of studio team.</li> <li>- Work with studio/wider GSMC team to promote and amplify content internally and externally.</li> <li>- To undertake other tasks, such as assisting with Facebook Live sessions, time-coding video footage and picture research, as may be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Currently enrolled undergraduate student studying Journalism/Communication &amp; Marketing, Social &amp; Humanities Studies with an interest in marketing; Digital Filmmaking / Video Production / Graphic designs / Interactive Media, Cinema &amp; Filming</li> <li>• Interest and experience of video and photography</li> <li>• Good knowledge of social media platforms, trends and best practices</li> <li>• Strong verbal and written communication skills</li> <li>• Willingness to learn on the job and share experiences with other members of the team</li> </ul>
GSMC03	Group Strategic, Marketing & Communications	Grp Strategic Mktg & Comms	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	<p>Main project:</p> <ul style="list-style-type: none"> <li>- DBS' Marquee Award-Winning Event</li> <li>- DBS Marina Regatta 2019: Singapore's Biggest BayFest</li> <li>- Contribute to conceptualisation and execution of on-ground brand activation to create a seamless event experience for attendees.</li> <li>- Assist with day-to-day operations, event planning and development.</li> <li>- Stakeholder Management</li> <li>- Liaising with agencies, partners and employees to create an integrated brand experience.</li> <li>- Prepare marketing and communication materials for stakeholders.</li> <li>- Coordinate with agencies to ensure high quality and on-time deliverables.</li> <li>- Support DBS' iconic 'Sailing by the Bay' programme in conjunction with DBSMR 2019.</li> </ul>	<ul style="list-style-type: none"> <li>- Possess a Good command of the English language</li> <li>- Candidate is self-motivated and confident with a high degree of initiative</li> <li>- Excellent team player with a high level of motivation and drive</li> <li>- Ability to multi-task, but with clear time management and prioritisation skills, and thrives in a fast-paced environment</li> <li>- a fast learner with a solutions-driven mindset and the Ability to think outside the box</li> <li>- Passionate about sports and event marketing a bonus</li> </ul>
GSMC04	Group Strategic, Marketing & Communications	Grp Strategic Mktg & Comms	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 13	<ul style="list-style-type: none"> <li>- Contribute to DBS' overall marketing and communications strategy, with a strong focus on the millennial target audience.</li> <li>- Manage Social Media campaigns and channels and be responsible for the day-day administration, creation and publishing of high quality contextualised content.</li> <li>- Implement an editorial calendar to manage and plan specific, timely marketing content.</li> <li>- Monitoring, tracking and reporting on campaign performance.</li> <li>- Community Management: Connect and regularly engage with various health and fitness millennial groups and endear them to the DBS Marina Regatta.</li> <li>- On the ground support: Assist with 'live' content, such as Instagram stories and Facebook live.</li> <li>- Influencer engagement: Ensure smooth and accurate delivery of influencers' deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>- Good command of English and proficient in copy writing</li> <li>- Creative with a good design eye</li> <li>- Up to date with current social media trends</li> <li>- Proficient in social media and content marketing tools</li> <li>- Candidate is self-motivated and confident with a high degree of initiative</li> <li>- Excellent team player with a high level of motivation and drive</li> <li>- Ability to multi-task, but with clear time management and prioritisation skills, and thrives in a fast-paced environment</li> <li>- Passionate about sports and event marketing is a bonus</li> </ul>
IBG01	Institutional Banking Group	IBG1-Energy, Chemical & Infrastructure	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 45	<ul style="list-style-type: none"> <li>- Research and collate market information to provide content matter and analyses.</li> <li>- Research and prepare materials on industry trends.</li> <li>- Use analytics tools and data for target clients/segment analyses to support business strategies.</li> <li>- Prepare and assist in credit review analyses.</li> <li>- Support Relationship Managers in preparation of materials for client pitches.</li> </ul>	<p>Interns with good analytical skills and good working knowledge of MS PowerPoint and Excel will have an advantage.</p>

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
IBG02	Institutional Banking Group	IBG1-Energy, Chemical & Infrastructure	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 45	<ul style="list-style-type: none"> <li>- Spreading of financial statements and to perform historical financial analysis.</li> <li>- Preparation of financial forecast using historical information to perform forward looking cash flow analysis and sensitivity analysis.</li> <li>- Benchmarking of relevant industry players to perform peer analysis/ comparison.</li> <li>- Research support for preparation of presentations/ pitch books.</li> <li>- Industry analysis (SWOT) to identify risks and potential business opportunities.</li> </ul>	Proficient in Microsoft Word, Power Point, Excel. Good communication skills.
IBG03	Institutional Banking Group	IBG1-Financial Institutions	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<p>Scope:</p> <ul style="list-style-type: none"> <li>- Develop an in-depth understanding of the asset management industry.</li> <li>- Sharpen business acumen in identifying business opportunities.</li> <li>- Understand the client onboarding process.</li> <li>- Develop general understanding on fund level loan products.</li> </ul> <p>Learning Objectives/ Outcomes/ Key Performance Indicators</p> <ul style="list-style-type: none"> <li>- Review and suggest improvements on existing marketing materials such as presentation materials and pitch books on Funds segment related products.</li> <li>- Conduct an in-depth study of the asset management industry across key markets where DBS has significant presence in such as Singapore, HK, China, Taiwan, Indonesia and India. The objective is to identify business opportunities across the markets as part of DBS' continuous focus on Institutional Investor business.</li> <li>- Research and collate market information on fund level financing trends (Private Equity Funds).</li> <li>- Assist in client onboarding. The candidate will have the opportunity to assist in client onboarding including KYC and account opening to gain a better understanding of business model and process.</li> <li>- Assist in add-hoc projects involving new product initiative and improvement.</li> </ul>	Possess basic accounting knowledge and keen interest in finance, proficient in Microsoft Excel, PPT and have basic programming knowledge
IBG04	Institutional Banking Group	IBG1-Financial Institutions	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<p>Regional Planning for Institution Investors (II) – key function is to assist Regional Planning team in its ongoing process of performing research on the developments in II space to identify changes in regulations, risks and new business opportunities. Job scope includes</p> <ul style="list-style-type: none"> <li>- Implementation and tracking of business strategies / initiatives across locations and against goals set</li> <li>- Performance tracking and update to senior management on business momentum</li> <li>- Regular communication and meetings with internal stakeholders (regional, cross business units) on pipelines</li> <li>- Streamline / enhance business process to ensure regulatory compliant and efficiencies</li> <li>- Data analytics / MIS to support business process</li> <li>- Business events planning</li> </ul>	Proficient in using Microsoft Office



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Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
IBG05	Institutional Banking Group	IBG3&4-Innovation	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 42	<ul style="list-style-type: none"> <li>- Acquire, grow and develop relationships with SME customers by focusing on creating seamless customer journeys.</li> <li>- Provide prudent financing solutions to meet the needs of DBS's SME Customers;</li> <li>- Customer relationship management to spot new business opportunities, understand customers' requirements.</li> <li>- Build up new relationship with B2B intermediaries service providers.</li> <li>- Advocate digital and drive initiatives in line with the Bank's strategy.</li> </ul>	Possess excellent interpersonal and communication skills Self-driven Strong analytical skills and business acumen Ability to work well in a fast paced environment
IBG06	Institutional Banking Group	IBG Digital	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Conduct market study of the emerging digital trends and work closely with the Ecosystems team to execute the delivery of the solution.</li> <li>- Support in organizing Client/ internal workshops to brainstorm ideas for digital solutions creation.</li> <li>- Support Institutional Banking Group Digital team in tracking the project status by coordinating with key stakeholders across core DBS markets.</li> </ul>	1. Proficient in MS PowerPoint and MS Excel 2. Understands new technology like Payment methods, APIs, Blockchain etc.
IBG07	Institutional Banking Group	IBG3&4-Regional Product Management	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 43	<ul style="list-style-type: none"> <li>- Assist in brainstorming and development of sales strategy, marketing plans and value proposition for various banking products.</li> <li>- Interpret and analyse product and sales performance, analyse data and other MIS.</li> <li>- Liaising with the various stakeholders within the bank to ensure smooth execution of initiatives and monitoring of results.</li> <li>- Preparation of presentation slides for conceptualization of ideas and reviews.</li> <li>- Co-operate with team members to complete assignment in a timely and effective manner.</li> </ul>	Proficient in using Microsoft Office
IBG08	Institutional Banking Group	IBG-Strategic Advisory	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 46	1. Strategic Advisory To acquire basic knowledge used to assist clients in thinking through the following: <ul style="list-style-type: none"> <li>- Corporate structure (IPO - corporate/Trust, joint ventures).</li> <li>- Company strategy (core and non-core businesses; organic/acquisitive growth).</li> <li>- Capital structure (corporate loans, debt and hybrid securities, structural products).</li> <li>- Value creation (asset recycling, M&amp;A).</li> </ul> 2. Mergers & Acquisitions To acquire basic corporate finance knowledge including: <ul style="list-style-type: none"> <li>- The Singapore Code on Take-overs and Mergers.</li> <li>- Valuation using DCF, trading and precedent transaction comparable.</li> <li>- Computation of Weighted Average Cost of Capital and Optimal Capital Structure Analysis.</li> </ul>	1. Requirements <ul style="list-style-type: none"> <li>• Basic to intermediate corporate finance knowledge</li> <li>• Basic accounting knowledge</li> <li>• Proficient in MS Excel and MS PowerPoint - Intermediate level as a pre-requisite</li> </ul> 2. Goal Setting <ul style="list-style-type: none"> <li>• Exposure to a broad mix of transactions to strengthen professional knowledge, such as buy side, sell side, take-overs, restructuring, etc</li> <li>• Learn to profile company with the right set of information, including identifying the key investment merits</li> <li>• Learn to value companies - DCF, listed peer multiples, transaction comps</li> <li>• Learn to deliver points into presentation slides effectively</li> <li>• Maintain high level of accuracy for work deliverables</li> </ul>
IBGCOO01	Institutional Banking Group	IBG-COO Office	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Assist in requirement gathering and analysis for project management purposes.</li> <li>- Producing reports for portfolio management, managing voluminous data.</li> <li>- Understanding system logic.</li> <li>- Testing of new developments and detecting system bugs.</li> <li>- Assist in creating and updating of project documentation.</li> </ul>	Proficiency in MS Office Opportunities include: <ol style="list-style-type: none"> <li>1) Exposure to relevant tools/platforms such as QlikView, etc</li> <li>2) Gain experience in Big Data/ Hadoop</li> <li>3) Learn how to program in JAVA, VBA</li> <li>4) Acquire knowledge of chatbots to drive AI assisted learning</li> </ol>



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Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
IBGCOO02	Institutional Banking Group	IBG-COO Office	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	Assist in co-ordination and facilitation for Customer Journeys/ Employee Journeys. - Maintain portfolio metrics required for IBG Journey program. - Collate and analyse IBG customer survey data. - Assist in coordination of IBG Service Excellence) dashboard with various functions/ locations. - Assist in coordination of IBG strategic cost management) initiatives with various functions/ locations. - Assist in coordinating/ following up with various departments/locations to deliver enablers (business process improvements and business projects).	Familiar with Microsoft Excel and PowerPoint •Analytical mindset •Good Communicator •Basic data analytics
IBGCOO03	Institutional Banking Group	IBG-COO Office	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	- Provide accurate analysis of the Data and present any gaps requiring the attention from Project Team. (50%) - Involve in CIF migration discussion to have a better understanding of the requirement needed to achieve his/her goals. (50%)	Good IT skills (MS Office tools - Preferably Advance Excel Skill) Good knowledge on Data Management best practices SQL skill - Good to have
IBGCOO04	Institutional Banking Group	IBG-COO Office	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<b>Review and Research</b> - Assist in thematic review projects in the area of financial crime risk. Preparation of customers' data, profiles and necessary documentation. - Assist in online research on entity's/customer's business nature or profile to ascertain presence of risk factors.  <b>Quality Testing</b> - Assist in compiling review findings and compiling learning points after each round of quality testing on business units.  <b>Financial Crime Training &amp; Awareness</b> - Online research on financial crime training content. - Design and produce infographics for learning and risk awareness. - Design and produce animation for training and awareness campaigns.  <b>Data Analytics &amp; Support</b> - Support team in extraction, formatting and structuring the data into useful forms. - Assist to analyse data and format into useful forms as part of support to the bank or other stakeholders as requested.  <b>General Ad Hoc Support</b> - While this is not the formal job scope of internship, we will need general admin support from the intern for any ad hoc projects or assignments. It will not be filing and shredding of papers but will involve cognitive works.	- Good proficient in English language - Good proficient in Microsoft office, especially Excel - Previous exposure or interested in designing marketing brochure and in using designing software - Previous exposure or interested in producing animating for training and in using design software



## Intern - 2019 DBS Work Attachment

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
IBGCOO05	Institutional Banking Group	IBG-COO Office	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 40	<ol style="list-style-type: none"> <li>1. put in effort in learning and understanding the scope of duties to be assigned to him.</li> <li>2. taught through various method including direct coaching, observation of tasks being performed and eventually, on the job training. The Intern is expected to display initiative to inquiry and make suggestions of things being done at the Team.</li> <li>3. assigned tasks (such as checking the status of the CDD record, following up with stakeholders for the completion of the CDD, and tracking &amp; reporting the CDD status, attend meetings on cross-teams initiatives to actively take minutes plus follow up on action items, actively observe and give suggestions to improve work processes) that the IBG COO - AML KYC Team is already currently performing.</li> <li>4. To interact with other stakeholders within the Bank and appreciate how collectively the Bank manages the AML/CFT risk.</li> </ol>	<ol style="list-style-type: none"> <li>1. Microsoft Words (intermediate)</li> <li>2. Microsoft Excel (intermediate)</li> <li>3. Some project management experience will be beneficial.</li> <li>4. Basic open source research</li> </ol>
IBGGTS01	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ol style="list-style-type: none"> <li>1. To assist in compiling/consolidating Business Requirement Document of the following projects based on the inputs from project/action owners: <ul style="list-style-type: none"> <li>- Implementation Workflow system</li> <li>- Test Environment Project</li> </ul> </li> <li>2. Tracking and managing multiple strategic initiatives in the pipeline, to ensure that these projects are delivered within the timeline.</li> <li>3. Assist in preparing Implementation Dashboard and reporting Pipeline statistics by coordinating with Implementation Managers across the region. <ul style="list-style-type: none"> <li>- Implementation Dashboard</li> <li>- EXCO/ MMR Review</li> <li>- Implementation Pipeline Review</li> <li>- Country Business Review</li> </ul> </li> </ol>	Possess proficient Excel skill, PowerPoint skill, eye for detail, good command of English writing & communication skill.
IBGGTS02	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Assist Sales Managers in driving cash and trade business development for the Financial Institutions – banks and institutional investors – to deliver the revenue targets to meet the overall GTS business objectives.</li> <li>- Continuously engage the coverage and client management teams to regularly review the account plans arising from clients’ evolving business requirements.</li> <li>- Collaborate with regional sales managers across the GTS franchise to provide in-country support for regional account acquisition.</li> <li>- Assist with pitchbooks, presentations, case studies and any other marketing materials.</li> <li>- Coordinate bank-wide initiatives/ events as well as initiatives/ events across the GTS franchise.</li> <li>- Actively manage deal pipeline and assist with call reports.</li> <li>- Responsible for briefing notes, minutes of meetings.</li> <li>- Prepare monthly financial updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Good rapport-building, networking and communication skills</li> <li>• Open-minded, inquisitive and adaptable to dynamic environment</li> <li>• Solid analytical skills and strong writing skills</li> <li>• Good team player and participative</li> <li>• Proficiency in English and Mandarin (any other Asian language is an advantage)</li> <li>• Strong Microsoft Office skills (Excel, PowerPoint, Word)</li> </ul>



## Intern - 2019 DBS Work Attachment

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
IBGGTS03	Institutional Banking Group	IBG-GTS (Management Office)	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Participate in the definition of a use case using the Journey approach – Discover, Define, Develop and Deliver.</li> <li>- Work closely with business users in Sales, Client Management and Product Management to understand their data needs and identify opportunities.</li> <li>- 'Hands-on' analysis work using data to provide business insights.</li> <li>- Provide support to the team in preparing for the monthly and quarterly business and country reviews.</li> <li>- Assist in the communications with respect to any new product launches internally.</li> </ul>	<ul style="list-style-type: none"> <li>• Data analytics</li> <li>• MS Excel and MS Access</li> <li>• Experience with QlikView or any other data visualization tools will be ideal</li> </ul>
IBGGTS04	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<p>Product routine:</p> <ul style="list-style-type: none"> <li>- Assist in preparation of management reports and presentation.</li> <li>- Help respond to RM/GTS Sales &amp; CM's queries about trade product solution, e.g. guarantee/standby LC.</li> </ul> <p>AML/CFT Project:</p> <ul style="list-style-type: none"> <li>- Organising regular meeting for the project.</li> <li>- Assisting the team to provide regular updates and seeking for comments from stakeholders during meeting.</li> <li>- Assisting the team to document the discussion during meetings.</li> <li>- Assisting the team to follow up with stakeholders on progresses and drawn up schedules for actionable items.</li> </ul>	Proficient in using Microsoft Office
IBGGTS05	Institutional Banking Group	IBG Digital	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Being a team member of one data analytics project. Project assignment will be based on each candidate's skills and experience.</li> <li>- The right candidate will be excited by the prospect of machine learning techniques and implementation in corporate banking. Specifically, the candidate will provide big support on text cleaning and processing, feature engineering, machine learning and NLP model development.</li> <li>- Under data scientist's guidance, using machine learning algorithms to build, validate and deliver analytic models, to meet the project requirement and extract business insights.</li> <li>- Presenting findings to the project team and business users during regular project update meetings.</li> </ul>	<ol style="list-style-type: none"> <li>1. Understanding of data mining, machine learning and natural language processing concepts</li> <li>2. Experience in text mining and natural language processing techniques projects/technique, familiar with machine learning pipeline</li> <li>3. Proficient in one or more programming languages such as python, pyspark or spark will be a plus</li> <li>4. Self-driven, Keen to learn, and enjoy sharing knowledge with team members</li> <li>5. Good communication skills, a strong team player and efficient time manager in a dynamic and fast-paced working environment.</li> </ol>
IBGGTS06	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<p>The intern will be given the following task to perform:</p> <ul style="list-style-type: none"> <li>- Industry research projects.</li> <li>- Data analytics on existing client portfolio to identify opportunities.</li> <li>- Research on potential NTB names.</li> <li>- Accompany the sales managers on sales calls to meet clients and assist in writing call memos.</li> <li>- Handle smaller deals to let them experience being a sales person.</li> </ul> <p>Intern will be measured on turnaround time for these request and the quality of work. Development of intern to handle point 4 and point 5 will be dependent on the learning ability and confidence of the intern. We will pace the development of the intern based on the person's drive and learning expectation.</p>	<p>As this is a sales and marketing related role, candidates who are matured and independent with high drive, self motivated, positive attitude with good inter-personal skill will be an advantage.</p> <p>Proficiency with Microsoft Office, particularly Excel and Power-point is a must.</p>
IBGGTS07	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Generate working capital benchmarks and reports.</li> <li>- Interpret data, analyse results using statistical techniques.</li> <li>- Design and develop reports to supplement strategic initiatives/decisions.</li> </ul>	<ul style="list-style-type: none"> <li>- Proficient with Excel and Power point</li> <li>- Strong analytical skills with ability to collect, organise, and analyse information</li> <li>- Experience with Power BI or other data visualisation tools a plus</li> </ul>



## Intern - 2019 DBS Work Attachment

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IBGGTS08	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Support the digital channel team in rolling out new digital products. (25%)</li> <li>- Assist in commercialization and operationalization activities for product releases. (25%)</li> <li>- Help with communicating the product changes to internal and external stakeholders. (40%)</li> <li>- Help with MIS data crunching. (10%)</li> </ul>	Possess basic Banking knowledge Proficient in Excel and PowerPoint Knowledge of basic HTML programming language a plus (not required)
IBGGTS09	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Assist Client Management Managers in stakeholder management i.e. preparation of presentation pack, arrangement of meetings, perform data mining based on a certain data set provided, etc. KPI is on the quality of MIS/Deck.</li> <li>- Assist Client Management Managers in MIS preparation for Service Reviews. KPI is on the turnaround and quality of MIS/Deck.</li> <li>- Assist Client Management Team Leads on the regular management reporting. KPI is on the turnaround and quality of MIS/Deck.</li> </ul>	Good MS Excel and PowerPoint skills. Eye for details and good in data analysis and presentation.
IBGGTS10	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Analysis of market share for various trade products.</li> <li>- Collation &amp; analysis of macro/micro data to assist in positioning and enhancement of product features.</li> <li>- Review and Improve the Dashboard to track product performance.</li> <li>- Conduct market research on Trade flow of our network branches to identify key growth market for EBLC discounting.</li> <li>- Assist in annual credit rating review of banks under Primary Trade Program.</li> </ul>	<ol style="list-style-type: none"> <li>1. Proficient in Microsoft Excel</li> <li>2. Proficient in Microsoft PowerPoint</li> <li>3. Good research skills</li> <li>4. VBA/ Macro coding optional</li> </ol>
IBGGTS11	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ol style="list-style-type: none"> <li>1. Provide support in implementation of onboarding, training, webcast plans and program launches.</li> <li>2. Handle training administration for all training programs, including:               <ul style="list-style-type: none"> <li>- Scheduling training courses o Liaising &amp; coordinating course schedules with internal stakeholders across DBS markets.</li> <li>- Ensuring directives and targets are conveyed to training.</li> </ul> </li> <li>3. Prepare, collate and maintain reports and statistics.               <ul style="list-style-type: none"> <li>- Training records (attendance, feedback).</li> <li>- People metrics (onboarding, attrition, etc).</li> </ul> </li> </ol>	An interest in people development, learning and proficiency in Excel, PowerPoint and marketing is a bonus
IBGGTS12	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Generate Working Capital benchmarks/diagnostics related reports</li> <li>- analyse results using statistical techniques and provide relevant reports.</li> <li>- Assist the Bid / Proposal manager in developing a proposal structure.</li> <li>- Assist storyboard sessions with bid / proposal team members and key stakeholders.</li> <li>- Works with subject matter experts to ensure proposal meets all RFP requirements.</li> </ul>	<ul style="list-style-type: none"> <li>- Proficient with Microsoft Office Excel and PowerPoint</li> <li>- Bachelor's Degree</li> <li>- Ability to quickly adapt and work in a dynamic, fast-changing environment</li> <li>- Has a 'can-do' attitude</li> </ul>

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IBGGTS13	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Assist the Bid / Proposal manager in developing a proposal structure.</li> <li>- Assist storyboard sessions with bid / proposal team members and key stakeholders.</li> <li>- Works with subject matter experts to ensure proposal meets all RFP requirements.</li> <li>- Type, format, publish, and distribute the proposal response as appropriate – paper submittal, on-line portal, or electronic via SharePoint as required.</li> <li>- Write all sorts of things: presentation slides, proposals, articles, ads (print and digital), post, email campaigns, press releases, talking points, and anything else that uses words.</li> <li>- Support Bid Management team lead on different marketing projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing, communications or related field.</li> <li>• Must have excellent verbal and written communication skills</li> <li>• Highly proficient in Microsoft Office products including Word, Excel, PowerPoint</li> <li>• Excellent copywriting, editing and proofreading skills, ability to self-edit and self-proof</li> </ul>
IBGGTS14	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Supporting and assisting the team in the solutioning process.</li> <li>- Prepare collateral (including working capital analysis and pitch books).</li> <li>- Review documentation (internal policies/guidelines as well as client agreements).</li> <li>- Review existing marketing materials.</li> <li>- Map end to end processes (including documentation and checklists required) for both ARP and SCF solutions.</li> </ul>	Proficient in using Microsoft Office
IBGGTS15	Institutional Banking Group	GTS-Cash & Trade	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Assist in development and execution of digital channel adoption program to create revenue streams targeting institutional clients (ranging from large corporates to small &amp; medium size enterprises).</li> <li>- Contribute towards digital channel adoption programs by data analysis, project management, experimentation, etc.</li> <li>- Assist in client servicing cost analysis across digital &amp; traditional for decision making.</li> </ul>	<ol style="list-style-type: none"> <li>1) Currently under a recognised diploma or bachelor's programme.</li> <li>2) Self-motivated and a desire to learn and develop professionally.</li> <li>3) Contribute towards team-building and maintaining team morale.</li> <li>4) Reasonably good communication skills (both oral &amp; written).</li> <li>5) Ability to work in a team and under pressure.</li> <li>6) Strong organization skill and logical thinking.</li> </ol>
IBGGTS16	Institutional Banking Group	GTS-Securities & Fiduciary Services	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 44	<ul style="list-style-type: none"> <li>- Assist in review of client's monthly and annual financial report.</li> <li>- Assist in the review of client's annual operating and capital expenditure budget.</li> <li>- Assist in onboarding process of new deal.</li> <li>- Assist in review, track and follow up of documentation.</li> <li>- Assist to setup e-bible in internal e-storage system.</li> <li>- Understand regulatory issues and impact to the business.</li> <li>- Assist in the documentation of work flow processes and procedures and factsheets for product offering.</li> <li>- Working in a team.</li> </ul>	<ul style="list-style-type: none"> <li>- Microsoft word, excel, PowerPoint presentation and Visio for process flow diagrams</li> <li>- good interpersonal skills</li> <li>- good organisation skills</li> <li>- team player</li> </ul>
RMG01	Risk Management Group	RMG-Group Portfolio Analytics	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 14	<ul style="list-style-type: none"> <li>- Assist the generation of the Bank's IFRS 9 ECL estimates by applying the existing IFRS 9 models.</li> <li>- Assist the generation of regulatory submissions.</li> <li>- Assist in presentation and explanation of the general provisioning estimates and results to the Manager.</li> </ul>	<p>A good academic track record.</p> <p>Willingness to learn, excel and develop into an experienced professional</p> <p>Strong analytical skills and IT skills. Knowledge in SAS and Microsoft Excel is a plus.</p> <p>Strong report writing ability and presentation preparation</p> <p>Understanding of Risk Management process, knowledge of Basel framework will be a plus</p> <p>Team player with good interpersonal and communications skills</p>

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RMG02	Risk Management Group	RMG - Market & Liquidity Risk	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 42	<p>The intern is expected to perform the following tasks as part of digital initiatives in the risk management space:</p> <ul style="list-style-type: none"> <li>- Gather and understand business requirements for risk data analytics including simple simulation.</li> <li>- Design prototypes to confirm requirements.</li> <li>- Design test cases and perform user acceptance testing.</li> <li>- Provide statistical progress of work scope.</li> <li>- Provide constructive feedbacks to improve current workflow where applicable.</li> </ul> <p>Performance measures will be determined/measured based on the quality of the agreed deliverables. The tasks will be assigned progressively based on project development and the internship duration. Additional assessment/feedback will also be provided based on how well the intern can work independently and within the team in the organization.</p>	<ol style="list-style-type: none"> <li>1. Basic knowledge in accounting/finance</li> <li>2. Proficient in Microsoft Excel/Access with basic programming knowledge/concept</li> <li>3. Willing to learn and able to work independently/within the team when required</li> </ol>
RMG03	Risk Management Group	RMG-IBG 3 & 4 CREDIT	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 40	<ul style="list-style-type: none"> <li>- Generation of reports such as creating lists of customers using excel from raw data provided.</li> <li>- Soft skill such as communication with colleagues such as Relationship Managers and Credit Risk Manager.</li> <li>- Simple credit underwriting skill.</li> </ul>	Proficient in using Microsoft Office
RMG04	Risk Management Group	RMG - Special Asset Management	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 14	<p>The intern is expected to work on projects involving streamlining of workflows and digitalized solutions.</p> <p>The tasks include:</p> <ul style="list-style-type: none"> <li>- Draw up a workplan</li> <li>- Work with Technology team on solutions</li> <li>- Write user stories</li> <li>- Prepare test scripts</li> <li>- Conduct User Acceptance Testing</li> <li>- Resolve test issues</li> <li>- Conduct training</li> <li>- Roll out the new process</li> </ul>	Intern should have good knowledge of Microsoft Access, Excel and PowerPoint skills.
RMGMV01	Risk Management Group	RMG - Model Validation	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 14	<ul style="list-style-type: none"> <li>- Quantitative review of portfolio haircut and concentration/ diversification methodologies.</li> <li>- Set up and implement back-testing methodology on Initial Margin Requirement.</li> <li>- Build and consolidate end-to-end computation logic for the Wealth Management model in SAS .</li> <li>- Provide well-considered validation report that clearly articulates findings and recommendation and present results to key stakeholders.</li> </ul>	Good quantitative skills (including working knowledge of statistical/ database languages/software such as R, SAS, SQL, Excel, VBA, Matlab, C++) Self-motivated and a desire to learn and develop professionally Reasonably good communication skills (both oral and written)
RMGMV02	Risk Management Group	RMG - Model Validation	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 14	<ul style="list-style-type: none"> <li>- Design and Make: Conceptualise and implement new report layout for reporting to Senior Management.</li> <li>- Visual Design: Utilise data reporting tools to improve existing tables and charts for better data visualisation and clearer communication of trends.</li> <li>- Story-telling: to present the new layout to key stakeholders and use it to tell a coherent story.</li> </ul>	<p>Possess strong analytical skills with the ability to evaluate large amount of information and provide recommendations and a point-of-view for key decisions</p> <p>Good working knowledge of statistical/ database languages/software (such as R, SAS, SQL, Excel, VBA, Matlab, C++) and data visualisation tools (Tableau, QlikView, etc)</p> <p>Excellent written, oral and presentation skills, with the ability to effectively communicate with key stakeholders</p> <p>Creative and original thinker who is self-motivated and a desire to learn and develop professionally</p>



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RMGMV03	Risk Management Group	RMG - Model Validation	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 14	<ul style="list-style-type: none"> <li>- Assist in implementing model tiering prototype to all credit and market risk models.</li> <li>- Assist in updating of the model risk inventory to reflect best-in-class industry practices.</li> <li>- Creation of dashboards for easy monitoring and up-to-date-information for all risk models in the bank.</li> <li>- Incorporate requirements for IFRS9 into existing model governance and validation standards.</li> <li>- Present new framework to key stakeholders.</li> </ul>	<ol style="list-style-type: none"> <li>1. Self-motivated and a desire to learn and develop professionally</li> <li>2. Reasonably good communication skills (both oral and written)</li> <li>3. Candidates will have added advantage if they are proficient in programming skills (such as VBA Macro, .Net, C#) and Microsoft SharePoint</li> </ol>
RMGWMCC01	Risk Management Group	RMG - CBG/WM Credit Collection	2 Changi Business Park Crescent, DBS Asia Hub, Level 4	<ul style="list-style-type: none"> <li>- Contact and follow up with customer via various electronic channels to remind them of overdue payments and render prompt service on customers' requests.</li> <li>- Provide customer with sufficient information to make correct payment via various digital channels to the Bank.</li> <li>- Review customers' profile and recommend the most effective collection actions.</li> <li>- Negotiate payment schedules that will ensure maximum profitability and minimum risk exposure to the Bank.</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication skills, preferably proficient in multiple languages / dialects</li> <li>• Emotionally resilient with good negotiation skills</li> <li>• Good analytical and decision-making skills</li> <li>• A team player with good interpersonal skills</li> <li>• Proficient in Microsoft Office applications</li> </ul>
RMGWMCC02	Risk Management Group	RMG - CBG/WM Credit Collection	2 Changi Business Park Crescent, DBS Asia Hub, Level 4	<ol style="list-style-type: none"> <li>1. Contact customers to negotiate repayment and drive service standards. Meet target for recovery amount, number of calls and ensure no failed call.</li> <li>2. Review and recommend remedial actions, including legal proceedings.</li> <li>3. Provide administration, such as preparing repayment agreement letters and adjustment vouchers. Accuracy and quality of work is a must.</li> <li>4. Prepare and present at least 1 process improvement during internship.</li> </ol>	Good communication skills, and preferably proficient in Microsoft SharePoint.
T&O01	Technology & Operations	T&O-SG-Credit Operations	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 5	<ul style="list-style-type: none"> <li>- Overview of the Credit Card Merchant Onboarding &amp; Servicing process.</li> <li>- Hands-on to perform various types of Merchant requests, such as onboarding, maintenance, refunds and payments.</li> <li>- Communication with Merchants and vendors on terminal requests &amp; unsettled transactions.</li> <li>- Make use of various digital tools to facilitate extraction of data, perform assessment and recommend suitable facilities to Merchants.</li> <li>- Support and assist in Paperless journey in Merchant operation process.</li> </ul>	Proficient in MS Excel, MS Word & PowerPoint Posses basic Accounting knowledge Good analytical skill using Macro, Pivot Tables would be advantage Able to work as a team Able to handle multi-tasks Able to communicate effectively (both verbal & written) Self Motivator & able to take initiative
T&O02	Technology & Operations	T&O-FR-API Management	2 Changi Business Park Crescent, DBS Asia Hub, Level 2	<ul style="list-style-type: none"> <li>- To enhance the existing API related implementation workflows</li> <li>- To standardize different workflows in the department</li> <li>- To facilitate the partners API integration with the bank</li> <li>- To work with different technology teams to ensure that project is on schedule</li> </ul>	Knowledge on Java, SQL Proficient in PowerPoint
T&O03	Technology & Operations	T&O-CE-Core Banking	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 8	<ul style="list-style-type: none"> <li>- Review and suggest approaches on migrating applications off the mainframe</li> <li>- Research and explore new technological solutions to help improve on the STP and decisioning for Unsecured Loans application and disbursement</li> <li>- Research and investigate technological applications or solutions in the area of Credit Cards and Unsecured Loans management</li> </ul>	Possess basic knowledge of Mainframe knowledge in the cloud (AWS) and LINUX proficient JAVA/C++ programming knowledge basic understanding of how Credit Cards and Unsecured Loans work.



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T&O04	Technology & Operations	T&O-CBGT-Branches & SSB	2 Changi Business Park Crescent, DBS Asia Hub, Level 8	<ul style="list-style-type: none"> <li>- Learn the management of project financial (budget vs actual vs forecast).</li> <li>- Document project statuses, project Steering committee meeting action items, follow up issues raised as part of various meetings.</li> <li>- Understand the project agile rituals (such as daily standup, sprint planning &amp; sprint retrospective) and cultures (empowerment and proactive owning tasks).</li> <li>- Learn project management related areas (to identify risk/issues/assumptions/dependencies of project across units, managing disputes, to get to understand the business and operation of Treasury &amp; market products impacted by this Foreign Exchange System Replacement Project)</li> <li>- Learn the stakeholder management (how to manage the different stakeholders view and to achieve the harmonised outcome)</li> </ul>	<ul style="list-style-type: none"> <li>* with some understanding of financial background</li> <li>* with some understanding of banking business knowledge</li> <li>* some knowledge of project management</li> </ul>
T&OC2E01	Technology & Operations	T&O-CBGT-Digital	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Write web application code following best practices of accessibility and test-driven development</li> <li>- Partner closely with design and product to craft product experiences</li> <li>- Deliver code in a Dev Ops environment</li> <li>- Encourage code craftsmanship across team</li> <li>- Deliver code in an agile team environment</li> <li>- Drive innovation through rapid prototyping and iterative developments</li> </ul> <p>Training: On-the-job training will be provided on all key development technologies and tools.</p> <p>KPIs and measurement criteria: Candidate will be measured on his ability in:</p> <ul style="list-style-type: none"> <li>- building application on top of RESTful APIs</li> <li>- Experience in Bootstrap and HTML5</li> <li>- Knowledge of common web frontend technologies (HTML5, CSS3, JavaScript and React.js)</li> <li>- JavaScript templating engine</li> <li>- Comfortable with modern JavaScript architectures</li> <li>- Knowledge of algorithms, design patterns and componentization approached</li> <li>- Knowledge with cross-browser, cross-platform and design constraints on the web</li> <li>- Knowledge with software design patterns, problem solving and troubleshooting skills</li> <li>- Ability to operate effectively both independently and within a team</li> </ul>	<ul style="list-style-type: none"> <li>Require application/frontend development interested candidates.</li> <li>Basic knowledge on Microsoft Office Suites Excel / Word / PowerPoint</li> <li>Basic knowledge on programming in JavaScript, html, css and or java.</li> <li>Basic knowledge on algorithms and logical thinking.</li> </ul>
T&OC2E02	Technology & Operations	T&O-CBGT-Digital	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	<ul style="list-style-type: none"> <li>- Expecting intern to learn Akamai CDN(Content delivery network) and DoS &amp; DDoS security layer protection.</li> <li>- Configuring new application into Akamai cloud environment and Secure Sockets Layer (SSL) certification importing into same cloud.</li> <li>- Need to connect with different internal DBS application team to collect requirements and convert them into workable product.</li> <li>- Learn API's and integrate it with Akamai cloud to make lower to production environment configuration to promote through DevOps(CICD).</li> <li>- Weekly basis class room session will be contacted &amp; daily basis practical training, assistance and guidance will be provided in test environment for a month. Weekly once will have review meeting with internee and monthly basis review feedback will communicate to HR. Based on internee comfortable, trainee will be allocated into small real time projects to evaluate them.</li> </ul>	<ul style="list-style-type: none"> <li>Basic CDN / Security protection / content caching knowledge</li> <li>Knowledge in internet facing application flow and Web Application Accelerator.</li> <li>Basic web tier technologies skill like web/app/DB layer Basic programming knowledge - HTML, JS, CSS etc.</li> <li>Basic Knowledge of a scripting language such as Perl, Python, Shell</li> <li>Understanding of Internet protocol concepts (IP, TCP, HTTP, DNS, SSL/TLS).</li> </ul>



## Intern - 2019 DBS Work Attachment

Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
T&OCBO01	Technology & Operations	Consumer Banking T&O	2 Changi Business Park Crescent, DBS Asia Hub, Level 7	<ul style="list-style-type: none"> <li>- Interpret data, analyze results using statistical techniques and provide ongoing report.</li> <li>- Identify, analyze and interpret trends or patterns in complex data sets.</li> <li>- Work with technology partners to develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.</li> <li>- Compose and/ or prepare complex presentation materials or perform metrics analysis for Senior Management.</li> <li>- Presentation Practice – be able to present changes to the team.</li> <li>- Review and suggest improvements on existing dashboard such as data visualisation, UI / UX.</li> <li>- Dashboard prototype – Come up with basic designs to help visualise customer journey across consumer banking products.</li> </ul>	<ul style="list-style-type: none"> <li>1) Proficient in Microsoft Excel and PowerPoint</li> <li>2) Basic programming knowledge – Python, C++ etc.</li> <li>3) Familiarity with Visualisation Tools such as QlikView would be a plus</li> </ul>
T&OCBO02	Technology & Operations	Regional CBO Management	2 Changi Business Park Crescent, DBS Asia Hub, Level 5	<p>Scope of work:</p> <ul style="list-style-type: none"> <li>- Do exploratory data analysis using python/pyspark to derive business insights.</li> <li>- Develop predictive models using machine learning methodologies to predict customer struggles during their digital journey.</li> <li>- Use natural language processing techniques to do text analytics.</li> <li>- Develop visual analytics of customer journey.</li> </ul>	<ul style="list-style-type: none"> <li>- knowledge of machine learning</li> <li>- hands-on knowledge in python, ML packages such as Scikit-learn</li> <li>- data extraction using MySQL</li> <li>- knowledge of JavaScript will be beneficial</li> </ul>
T&OCBT01	Technology & Operations	T&O-CBGT-Branches & SSB	2 Changi Business Park Crescent, DBS Asia Hub, Level 2	<ul style="list-style-type: none"> <li>- Understand Kafka streaming API in detail.</li> <li>- Participant in code review and test case development.</li> <li>- Able to produce and present the streaming processing flow diagrams.</li> <li>- Able to deploy pyspark job to Hadoop, understanding its prerequisite and load distribution, and create architecture diagram for Hadoop working environment.</li> </ul>	<ul style="list-style-type: none"> <li>Core java, python or spark programming</li> <li>Presentation and communication skills</li> </ul>
T&OCBT02	Technology & Operations	T&O-CBGT-Central Function	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 9	<ul style="list-style-type: none"> <li>- Document a baseline set of existing deliverables/ workflows for the key application suites</li> <li>- Design and revamp our existing reports comparison portal and adapt the new features that is supported in the macro format</li> </ul>	<ul style="list-style-type: none"> <li>• Resourceful and possess strong analytical skills</li> <li>• Ability to communicate with different levels of management</li> <li>• Self-starter with a team player mentality</li> <li>• Strong oral and written communication skills</li> <li>• Working knowledge of Microsoft Excel and Word.</li> <li>• Pay attention to details, self discipline, Good team player with initiative and eager to learn new things, able to think independently and follow process.</li> </ul>



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T&OCBT04	Technology & Operations	T&O-CBGT-Digital	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- To assist Product Owner to write Epics. detail the epics into user stories with more details functional specifications requirements.</li> <li>- Schedule meeting with different stake holders &amp; understand the requirement.</li> <li>- Adhere to project scope, update requirement traceability matrix, inform and record out-of-scope issues.</li> <li>- To interact professionally with a diverse group, including senior management to junior developers.</li> <li>- Should Learn on agile practises.</li> </ul> <p>Training:</p> <ul style="list-style-type: none"> <li>- Will provide training on the applications &amp; system architecture.</li> <li>- Will provide training on all key development technologies and tools.</li> </ul> <p>KPI &amp; Measurement:</p> <ul style="list-style-type: none"> <li>- Will have weekly task &amp; evaluation based on the output every week.</li> <li>- Based on his ability to understand the requirement &amp; articulate the user stories.</li> <li>- Based on the understanding on the applications &amp; system design.</li> </ul>	<p>Microsoft Excel/PowerPoint/Projects/Word/Visio</p> <p>High level understanding of web technologies such HTML, CSS, API or JAVA</p> <p>Understanding both Agile and Waterfall approaches in SDLC</p> <p>Knowledge on banking domain &amp; web applications</p>
T&OCE01	Technology & Operations	T&O-CE-Data	2 Changi Business Park Crescent, DBS Asia Hub, Level 5	<p>Candidate will be embedded in one of the following teams that are core to the Bank's next generation Big Data &amp; Analytics platform:</p> <ul style="list-style-type: none"> <li>- Data Engineering: developing features for the Spark-based data ingestion framework, Spark-based data transformation and compute framework, data access APIs and end-to-end data pipelines.</li> <li>- Data Governance: developing features for the metadata management service used for data discoverability, data access controls and security framework, data quality management and workflow tools.</li> <li>- Machine Learning Engineering: developing features for end-to-end model lifecycle management tooling including automated training data provisioning, model training and performance monitoring, model deployment and hardware/resource scaling, model governance (catalogue and versioning).</li> </ul> <p>The candidate's success will be measure based on their effectiveness in meeting the objectives for their given product team:</p> <ul style="list-style-type: none"> <li>- Features developed and pushed into production (quality, complexity and value to the organisation).</li> <li>- Skill level and engagement within the team and the agile cadences.</li> <li>- Skill level and effectiveness in using modern agile and DevOps engineering tools in their work.'</li> <li>- Good organizational, conceptualization; verbal and written communication skills</li> <li>- Pays attention to details; creative thinker with pleasant personality, motivated and resourceful</li> </ul>	<p>Candidates should be competent developers in big data and analytics languages, subject matters and frameworks including: Java, Scala, Python, R, Spark, TensorFlow, pure mathematics, statistics and linear algebra.</p>



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T&OCE02	Technology & Operations	T&O-CE-Central Function	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 9	Scope: - involve in doing technical research work - Coding (Frontend and backend) - Participate in various technical design workshops - Assistance for Project Management tasks Evaluation: - Willingness to learn - Ability to learn - Accountability	1. Strong in Computer Science Basics 2. Basic programming knowledge
T&OCRESA01	Technology & Operations	CRE Strategy & Administration	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	- In regards to Facilities Management Organisation & Structures, Intern will be expected to assist in researches, data gathering and analysis of market / researched data. - Intern will also be expected to engage in brainstorming session with the team, contributing ideas and views in regards to management expectation in Facilities operations.	Major in Real Estate / Facilities Management. Have average computing knowledge in the use of Microsoft Offices, Excel (including Pivot Tables), Words and PowerPoint.
T&OCRESA02	Technology & Operations	CRE Strategy & Administration	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	- Collate and analyse sustainability real estate data and identify trending and 2 possible saves. - Assist in the development of a staff engagement program to improve utility save or recycling rate. - Assist in the review of feasibility any new sustainability related products or services.	Excel, basic accounting and Mechanical & Electrical knowledge
T&OIBGO01	Technology & Operations	T&O-SG-Credit Operations	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	- Process Corporate Loans transactions, spanning across rate fixing, rollover, disbursement, collection, scheduling and fees. - Based on (1), the candidate will have the opportunity to embark on the Design for Digital process. - Undertake the GL reconciliation process for Corporate Services. - Assigned an initiative on streamlining of processes. - Present to the team on the experience and recommendations.	Proficient in using Microsoft Office
T&OIBGO02	Technology & Operations	T&O-IBG Ops - Regional SFS	2 Changi Business Park Crescent, DBS Asia Hub, Level 3	- Assist in Projects/Initiatives for operational efficiency improvement. - Assist in developing/analysing business requirement. - Assist in test case construction and user acceptance test. - Project status/progress & MIS Reporting.	Proficient in using Microsoft Office
T&OIBGO02	Technology & Operations	T&O-IBG Ops - Trade Services	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	1. Introduction to Trade Finance Product and Services. 2. Introduction to the IMEX system functionality – how to data input and etc 3. IBGO Townhall 4. Participate in team huddle /meeting 5. Perform daily tasks assigned – report printing, send email to internal business partners 6. Learn about Compliance checks and Operational Risk Control Standards in Trade Finance area.	1. Good in word, excel, PowerPoint applications 2. Written & spoken communication in English and Mandarin ( some trade docs in Mandarin) 3. Pleasant personality



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T&OIBGO02	Technology & Operations	T&O-IBG Ops - Trade Services	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 12	<ul style="list-style-type: none"> <li>- Hands-on experience in operational processing of various Trade Products (Export), measurement will be based on ability to understand / appreciate each Trade Products (Export) processes and its relevant controls in place</li> <li>- To recognise, understand and verify the relevant Trade Finance documentations required for various Trade Export products, as part of Pre-processing checks, and will be processing the transactions in our Internal Trade Processing applications.</li> <li>- Develop an appreciation of the various controls measures, in terms of Operational, AML, Fraud prevention, anti-terrorism funding, embeded within the Trade Processes.</li> <li>- Participate in the department's Intelligent Process Automation initiative, in which he / she would be involved in the presentation preparation to the Head of Trade Finance Operations Singapore. Performance would be measured on level of pro-activeness shown, quality and timeliness of execution</li> </ul>	<ul style="list-style-type: none"> <li>- Proficient in Microsoft Office, ie. Excel, PowerPoint</li> <li>- basic understanding / appreciation for Trade Finance products would be an advantage.</li> </ul>
T&OIBGO02	Technology & Operations	T&O-IBG Ops - Regional Trade	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 5	<ul style="list-style-type: none"> <li>- To deliver key documentation (user guide for IMEX skeletons)</li> <li>- To engage in tasks relating to IPA project with key deliverables (e.g. Requirement gathering from stakeholders, test case write-ups, testing, project deliver)</li> <li>- Plan and organise projects</li> <li>- Schedule meetings, conferences etc.</li> <li>- Minute down outcomes and action items from meetings</li> <li>- Articulate and communicate requirements to development team</li> <li>- Analyse quantitative data and statistical data related to projects</li> <li>- Understanding the systems and making update</li> <li>- Delivering key updates and changes for SOP</li> <li>- Any improvements and suggestions that can help improve the employee journey/ processes</li> </ul>	<p>Open to students from any discipline. Strong work ethic desired! Basic experience in Microsoft PowerPoint and Excel would be useful.</p>
T&OITSS01	Technology & Operations	T&O-ITSS-Delivery Enablement	2 Changi Business Park Crescent, DBS Asia Hub, Level 3	<ul style="list-style-type: none"> <li>- Write targeted content for consumer portion of website.</li> <li>- Create a brand new series of articles highlighting how users employ IT products throughout their needs lifecycles.</li> <li>- Develop tutorial scripts, FAQ's, emails and communication briefs.</li> </ul>	<ol style="list-style-type: none"> <li>1. Windows &amp; Mac OS Platforms</li> <li>2. MS Office (Word, PowerPoint, Excel)</li> <li>3. HTML 5 basic coding</li> <li>4. Infographics tools &amp; software (Grammarly, Adobe Photoshop, Snipping Tool)</li> </ol>
T&OITSS02	Technology & Operations	T&O-ITSS-Delivery Enablement	2 Changi Business Park Crescent, DBS Asia Hub, Level 3	<p>The intern would do the following under guidance.</p> <p>Front end application development</p> <ul style="list-style-type: none"> <li>- Build and/or enhance a front-end application to gain a practical understanding of secure software coding practices.</li> </ul> <p>Working in a CI/CD environment</p> <ul style="list-style-type: none"> <li>- Hone secure software development practices in a continuous integration / continuous delivery environment using tools such as Jenkins, JIRA, SVN/GIT/Bitbucket, Fortify, Nexus IQ and SonarQube.</li> </ul> <p>Secure Software Testing</p> <ul style="list-style-type: none"> <li>- Develop and/or conduct a limited scope automated security testing covering functional and non-functional security test scenarios.</li> </ul> <p>Customer Interactions</p> <ul style="list-style-type: none"> <li>- Potentially work with Internal application development teams to co-create secure software practices.</li> </ul>	<p>The intern will be developers with interest/knowledge in any 1 or 2 Following Skillset</p> <ol style="list-style-type: none"> <li>1) Frontend application Developer with User Experience and design knowledge</li> <li>2) CI/CD tools like Jenkins, JIRA, RA, and Scripting</li> <li>3) Project management facing customer's/application owners</li> <li>4) Software Application Testing knowledge</li> </ol>



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T&OMOT01	Technology & Operations	T&O-MOT-Central Function	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	<ul style="list-style-type: none"> <li>- Understand the banking outsourcing compliance requirements.</li> <li>- Day to day Vendor Management/Contract Lodgement Operational Support.</li> <li>- Review contracts and lodge contracts.</li> <li>- Completion of 1 green belt six sigma project.</li> <li>- Note: Travel between DAH and MBFC is expected.</li> </ul>	<ul style="list-style-type: none"> <li>• Good presentation, communication and interpersonal skills.</li> <li>• Analytical and data organization/ interpretation skills</li> <li>• Ability to multi-task, work under pressure, and meet tight deadlines</li> <li>• Proficiency with Microsoft Excel, Access and PowerPoint;</li> </ul>
T&OMOT02	Technology & Operations	T&O-MOT-Enterprise Architect	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 8	<ul style="list-style-type: none"> <li>- Gain basic understanding of natural language processing (NLP) techniques like stop word removal, stemming, lemmatization, parts of speech tagging.</li> <li>- Receive basic training on NLP areas such as topic modelling, text extraction &amp; summarization.</li> <li>- Utilize off-the-shelf Python libraries to build a prototype tool for topic modelling and text extraction.</li> <li>- Design and build simple web-based front-end.</li> <li>- Present tool and simple use cases to team.</li> </ul>	<ul style="list-style-type: none"> <li>- Good programming skills in at least one programming language</li> <li>- Knowledge of Python would be helpful but not required</li> <li>- Interest in learning new skills &amp; capabilities</li> </ul>
T&OMOT03	Technology & Operations	T&O-MOT-Central Function	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 8	<ul style="list-style-type: none"> <li>- Learn about DBS way of working.</li> <li>- Be involved in the day to day PMO activities.</li> <li>- Provide source of documentation and metrics on the practice of project management and execution.</li> <li>- Review and propose change to improve end to end onboarding process.</li> <li>- Support and partner with project manager / scrum master for on-boarding of new project.</li> <li>- Partner with project manager / scrum master to ensure agile &amp; project methodology is adhered to.</li> <li>- Review with project manager / scrum master on project financial status, timeline, issues and resolutions prior submission of status report to management.</li> <li>- Monitor and report on active projects and portfolios progress to management.</li> <li>- Monitor, track and manage on user requests and DOA processes.</li> </ul>	<ul style="list-style-type: none"> <li>• People-centred</li> <li>• Strong communication skill - written and spoken</li> <li>• Good Microsoft Excel, Word &amp; PowerPoint skills</li> <li>• Understanding of financial accounting an added advantage</li> <li>• Knowledge of UI/UX</li> <li>• Skills in design, coding and user experience development</li> </ul>
T&OMOT04	Technology & Operations	T&O-MOT-Central Function	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 8	<ul style="list-style-type: none"> <li>- Learn about DBS way of working.</li> <li>- Be involved in Gemba (observing people at work) and designing interventions and rituals.</li> <li>- Communicate to target audience, conduct training or awareness where needed.</li> <li>- Data visualization and presentation of analysis.</li> <li>- Performing Retrospective and improve on learnings conducted.</li> <li>- Be involved in designing employee engagement, experience and learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• People-centred</li> <li>• Strong communication skill - written and oral</li> <li>• Microsoft Excel - to analyse data from survey results etc where needed,</li> <li>Culturally sensitive</li> <li>• Knowledge of digital design tools – able to create eDMs, videos, etc.</li> </ul>
T&OMOT05	Technology & Operations	T&O-MOT-Central Function	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 8	<ul style="list-style-type: none"> <li>- Learn about DBS way of working.</li> <li>- Be involved in Gemba (observing people at work) and designing interventions and rituals.</li> <li>- Communicate to target audience, conduct training or awareness where needed.</li> <li>- Data visualization and presentation of analysis.</li> <li>- Performing Retrospective and improve on learnings conducted.</li> <li>- Be involved in designing employee engagement, experience and learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• People-centred</li> <li>• Strong communication skill - written and oral</li> <li>• Microsoft Excel - to analyse data from survey results etc where needed,</li> <li>Culturally sensitive</li> <li>• Knowledge of digital design tools – able to create eDMs, videos, etc.</li> </ul>



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Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
T&ORM01	Technology & Operations	T&O-Risk Management	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> <li>- Assist in the development of a risk radar and review of risks and controls in relation to Emerging Technologies such as Cloud, API, Chaos Engineering, DevOps and Open Source Software.</li> <li>- Support in the review of Technology and Cyber related risks for specific platforms/systems.</li> <li>- Support in the development of a bank-wide Ecosystem Partners Risk Management Framework through the engagement of &amp; collaboration with stakeholders from Business, Tech &amp; Control Functions.</li> <li>- Support other initiatives in relation to Technology and Cyber risks as needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Good understanding in Technology and Cyber risk as well as software development concepts.</li> <li>- Proficient in MS office - Excel and PowerPoint.</li> <li>- Good interpersonal skills.</li> </ul>
T&ORM02	Technology & Operations	T&O-Risk Management	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<p>The intern will:</p> <ul style="list-style-type: none"> <li>- Support the delivery of ML models from extracting, pre-processing all the way through to deploying and testing.</li> <li>- Recommend and develop state-of-the-art visualization techniques and methods.</li> <li>- Support the design and building of interactive web-based apps wrapped around our model scripts to allow users to feel and touch what our solution looks like.</li> </ul>	<ol style="list-style-type: none"> <li>1. Knowledge of statistics / math / data science / visualization techniques</li> <li>2. Enough R / Python to code something</li> </ol>
T&ORM03	Technology & Operations	T&O-Risk Management	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Participate and provide support for improvement initiatives in the team e.g. increasing automation levels for risk reviews or metrics/dashboards. Contribute ideas on how current processes can be further improved to generate efficiencies.</li> <li>- Provide support to design new prototype for risk landscapes.</li> <li>- Participate and provide support for preparation of Risk Forum Materials.</li> </ul> <p>Their performance will be measured based on the deliverables assigned to them and if the expectations are met.</p>	Excel, ppt, VBA would be a plus
T&ORM04	Technology & Operations	T&O-Risk Management	2 Changi Business Park Crescent, DBS Asia Hub, Level 3	<p>Internship scope includes:</p> <ul style="list-style-type: none"> <li>- Engagement and working closely with SMEs, business stakeholders and technology partners to deliver on the project initiatives.</li> <li>- Data gathering.</li> <li>- Data feed analysis on scoping, availability and compatibility to be consumed for reconciliation build.</li> <li>- Creation of user stories for reconciliation build.</li> <li>- Creation of test cases for UAT.</li> <li>- Facilitate &amp; perform UAT testing.</li> <li>- Work with users to prepare acceptance criteria &amp; signoff.</li> <li>- Work closely with Project Manager/Product Owner on project schedule, issues and escalation.</li> <li>- Present project status against target timelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess basic accounting knowledge</li> <li>• Proficient in Microsoft Excel, Word &amp; PowerPoint</li> <li>• Programming knowledge will be an added advantage</li> <li>• Good appreciation of risks &amp; controls preferred</li> <li>• Strong analytical and problem-solving skills</li> <li>• A team player who works well with people</li> <li>• Ability to articulate clearly and communicate well in both written and oral aspects</li> </ul>
T&OSPM01	Technology & Operations	T&O-SG-Improvement Program	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Manage and deliver T&amp;O Comms &amp; Branding Regional Strategic Communications aligning to DBS' strategy.</li> <li>- Conceptualize article ideas and write content to suit the purpose of various campaigns.</li> <li>- Develop creative assets required for the comms initiatives.</li> <li>- Support in project management, with detailed tracking of the project status and budget.</li> <li>- Work with stakeholders in multiple functions to deliver the initiative to T&amp;O-wide audiences.</li> </ul>	<ul style="list-style-type: none"> <li>- Meticulous; with a sharp eye for details (spelling, grammar, tone)</li> <li>- Excellent in written, verbal and presentation skills</li> <li>- Independent, self-starter, well organized, and planned individual</li> <li>- Ability to conceptualize &amp; write engaging stories</li> </ul>



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T&OSPM02	Technology & Operations	T&O-SG-Improvement Program	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Manage and deliver Senior Management Comms &amp; PR aligning to DBS' strategy.</li> <li>- Conceptualize article ideas and written materials for T&amp;O senior leaders.</li> <li>- Develop creative assets required for the initiatives.</li> <li>- Support in project management, with detailed tracking of the project status and budget.</li> <li>- Work with stakeholders in multiple functions to deliver the communications to T&amp;O-wide audiences and external audiences.</li> </ul>	<ul style="list-style-type: none"> <li>- Meticulous; with a sharp eye for details (spelling, grammar, tone)</li> <li>- Excellent in written, verbal and presentation skills</li> <li>- Independent, self-starter, well organized, and planned individual</li> <li>- Ability to conceptualize &amp; write engaging stories</li> </ul>
T&OSPM03	Technology & Operations	T&O-SG-Improvement Program	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Manage and deliver T&amp;O Sustainability Outreaches &amp; Communications aligning to DBS' strategy.</li> <li>- Conceptualize article ideas and written content to suit the purpose of Sustainability campaigns.</li> <li>- Develop creative assets required for the comms initiatives.</li> <li>- Support in project management, with detailed tracking of the project status and budget.</li> <li>- Work with stakeholders in multiple functions to deliver the initiative to T&amp;O-wide audiences.</li> </ul>	<ul style="list-style-type: none"> <li>- Meticulous; with a sharp eye for details (spelling, grammar, tone)</li> <li>- Excellent in written, verbal and presentation skills</li> <li>- Independent, self-starter, well organized, and planned individual</li> <li>- Ability to conceptualize &amp; write engaging stories</li> </ul>
T&OTG01	Technology & Operations	Transformation Group	1 Fusionpolis View, DBS Asia X @ Sandcrawler Building, Level 7	<ul style="list-style-type: none"> <li>- Develop concepts and communicates ideas.</li> <li>- Assisting in improving and introducing new designs.</li> <li>- Participate in hackathons and design support for workshops.</li> <li>- Gather requirements to understand user and business needs.</li> </ul>	<ul style="list-style-type: none"> <li>- Adobe Creative Suite (PS/AI/XD)</li> <li>- Ability to think creatively and justify concept</li> <li>- UI/UX Design experience</li> <li>- Coding experience</li> <li>- Ethnographic research experience</li> </ul>
T&OTG02	Technology & Operations	Transformation Group	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Conceptualise, organize and execute campaigns to drive branding and awareness of Platform Programme &amp; Agile Practice throughout the bank.</li> <li>- Co-plan and co-execute all related Platform &amp; Agile events, as well as pre and post communications.</li> <li>- Operations and Project management (i.e. Platform Lead Guilds, Platform Award Recognition, Agile Meet-ups, Agile Conference) Drive, track and measure Platform &amp; Agile portal traffic.</li> <li>- Co-develop and research on building a communications performance dashboard to measure all aspects of Platform Programme Outreach. (Referring to best practices on how and when to update it)</li> <li>- Unifying and aligning the DBS Transformation Group Community by focusing on brand, collaboration and community.</li> <li>- Drive engagement across key community leads in the group through a bi-monthly cadence of Engagement Meetups across.</li> <li>- Transformation Group's 3 Programmes and 5 Practices (including RED communications).</li> <li>- Researching on best practices for Transformation Group Communications performance dashboard.</li> </ul>	<ul style="list-style-type: none"> <li>- Proficient in using Microsoft Office</li> </ul>



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T&OTG03	Technology & Operations	Transformation Group	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 15	<ul style="list-style-type: none"> <li>- Research and track some ways to measure specific pre and post communications done by the Transformation group.</li> <li>- Drive, track and measure Transformation portal traffic.</li> <li>- Co-develop and research on building a communications performance dashboard to measure all aspects of the Transformation Portals and marketing collateral. (Referring to best practices on how and when to update it)</li> <li>- Unifying and aligning the DBS Transformation Group Community by focusing on brand, collaboration and community.</li> <li>- Intern will also have an opportunity to participate in the conceptualizing, organizing and executing of some key Transformation events/campaigns.</li> </ul>	Microsoft Excel/Microsoft Office/Basic programming
T&OTMO01	Technology & Operations	T&O-T&M Ops	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	<p>Candidate will be tagged to a senior staff to assist on daily BAU</p> <ul style="list-style-type: none"> <li>- Verify of source document vs system input.</li> <li>- Drafting of confirmations using standard ISDA templates.</li> <li>- Communication via email/phone with internal/external counterparties.</li> <li>- Documentation archiving process.</li> <li>- Preparation of MIS statistics for Treasury onboarding platform.</li> </ul>	Proficient in using Microsoft Office
T&OTMO02	Technology & Operations	T&O-T&M Ops	2 Changi Business Park Crescent, DBS Asia Hub, Level 4	<ul style="list-style-type: none"> <li>- Understand the booking of structured product vis a vis term sheets.</li> <li>- Perform trade validation against Risk System.</li> <li>- Come out with process improvement ideas for the team to increase the team's productivities.</li> <li>- generating notification to counterparties for product pay-out.</li> <li>- perform data analysis or data trending on structured products (e.g. Volumes).</li> </ul>	proficient in MS Excel - functions, macros Knowledge in Visual Basic for Application (VBA) Knowledge in Basic accounting Have basic programming knowledge data mindset Knowledge in MS Power Point or any presentation software
T&OTMO03	Technology & Operations	T&O-T&M Ops	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	<p>Internship Scope:</p> <ul style="list-style-type: none"> <li>- Counterparty profile setup and maintenance in Murex, Front Arena, Axe Trading, and Murex Limits Controller systems.</li> <li>- Trading portfolios setup and maintenance in Murex and Front Arena.</li> <li>- Creation and maintenance of Standard Settlement Instructions.</li> <li>- Holiday calendar maintenance in Murex, Front Arena, FinIQ and Intraday Liquidity Management System.</li> <li>- Maintenance of credit ratings for Bond Issuers.</li> <li>- Tagging of Master Agreements governing Swaps and Derivatives products.</li> <li>- Currency and Currency Pairs setup and maintenance in Murex and Front Arena.</li> <li>- Provide Static Data Configuration support to Asia Pacific regions (such as Hong Kong, Taiwan, Greater China, Indonesia, Vietnam and Mumbai), Australia and London.</li> <li>- Liaise with Treasury traders, Relationship Managers, Finance, and Risk Management Group on Static Configuration matters.</li> </ul> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> <li>- &gt;95% accuracy and timeliness</li> <li>- Ability to meet Service Agreement Level as agreed with stakeholders.</li> </ul>	1. Proficient in Microsoft Office (MS Word, MS Excel, MS Access, MS PowerPoint) 2. Possess analytical and good communication skills. 3. Good presentation skills will be an advantage.

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T&OTMO04	Technology & Operations	T&O-T&M Ops	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	Utility team in TMO, primary role to: <ul style="list-style-type: none"> <li>- Perform TMO's Reconciliation tasks to support Treasury &amp; Markets business.</li> <li>- Ensure TMO's daily/weekly/monthly reconciliation tasks including but not exhaustive e.g.: Position Reconciliation; General Ledger Account Ownership (GLAO) Reconciliation / Certification; Intermediary Accounts. Reconciliation etc are completed on a timely basis:</li> <li>- Ensure all discrepancies are communicated to TMO teams / other relevant teams for timely investigations.</li> <li>- Ensure discrepancies categorized into aging buckets are appropriately escalated to the relevant managerial stakeholders for their attention.</li> <li>- Ensure timely follow up with TMO teams / other relevant teams to close the discrepancies.</li> <li>- Perform trending analysis using data, with an objective to eliminate breaks at source.</li> </ul>	Strong PC skills in Microsoft Office preferably equipped with VBA skills Analytical and have a problem-solving mindset; able to think out-of-the-box to identify risks gaps and propose effective solutions or remediation plans Meticulous and familiar with basic accounting concepts
T&OTMO05	Technology & Operations	T&O-T&M Ops	2 Changi Business Park Crescent, DBS Asia Hub, Level 3	Scope of work for the intern: <ul style="list-style-type: none"> <li>- Co-create and manage the implementation of projects relating to the risk function, including development and implementation of processes, tools and systems to identify, assess, measure, manage, monitor and report risks.</li> <li>- Independent review for accuracy, reasonableness and trend analysis to draw insights and inputs for improvements.</li> <li>- Leverage/apply data and predictive analytics from various dimensions and lens for decision making and prioritization of process improvement and risk initiatives.</li> <li>- Ideation and Delivery of continuous process streamlining such as automation of Current Best Ways Framework to achieve optimal operational model.</li> </ul>	Good to be proficient in Microsoft Excel, Access. Good to have programming knowledge such as Visual Basics, C++.
T&OTMO06	Technology & Operations	T&O-T&M Ops	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	<ul style="list-style-type: none"> <li>- Assist in developing data analytical used cases defined by line of business.</li> <li>- Participate in ideation, experimentation, hypotheses formulation and back-testing for used cases defined.</li> <li>- Work with data sets to perform data analysis like trending or simple data models based on the use case.</li> <li>- Use Business Intelligent tools to design dashboards that suits the needs of end users.</li> </ul>	<ul style="list-style-type: none"> <li>- Proficiency in R or Python</li> <li>- Proficiency in Microsoft Excel, MS Access and VBA</li> <li>- Knowledge in Business Intelligence tool for dashboards is preferred</li> </ul>
T&OTMO07	Technology & Operations	T&O-T&M Ops	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	<ul style="list-style-type: none"> <li>- Use of business intelligence tools to design analytical dashboards for management.</li> <li>- Perform analysis and reporting of productivity &amp; operational MIS data.</li> <li>- Produce monthly reports to regional stakeholders.</li> <li>- Support in resource management allocation including headcount management.</li> <li>- Tracking of people KPIs such as Leave &amp; Training.</li> <li>- Manage content and access control on SharePoint.</li> <li>- Benefit tracking of initiatives and reporting on initiative status.</li> <li>- Coordinate with stakeholders and prepare presentation slides for bi-annual on-boarding of new joiners &amp; quarterly town hall events.</li> <li>- Assist in driving strategies and other business initiatives including, the Control Tower Roadmap #2020 Strategy.</li> </ul>	<ol style="list-style-type: none"> <li>1. Analytical, ability to work independently, organized and have a problem solving mindset;</li> <li>2. Ability to design analytical dashboards</li> <li>3. Excellent interpersonal, communications, public speaking and ability to articulate with strong presentation skills will be an advantage.</li> <li>4. Effective written and verbal communicator and team player.</li> <li>5. Able to multi-task and work under tight deadlines.</li> </ol>



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T&OTMO08	Technology & Operations	T&O-T&M Ops	10 Toh Guan Road, DBS Asia Gateway @ Jurong Gateway, Level 4	<ul style="list-style-type: none"> <li>- Responsible for the smooth completion and settlement of the daily operations and processing with good risk management.</li> <li>- Perform validation of all new structured trades against source documents in Murex or Front Arena system as back office and Issuing/Paying/calculation Agents and Registrar for Notes Issuance under the Programme managed by Treasury &amp; Markets Dept.</li> <li>- Perform pre settlement confirmation with counterparties.</li> <li>- Perform Fixing procedures in Murex and provide Corporate Action Notification for Notes related deals.</li> <li>- Liaising of settlement or fixing with the respective local T&amp;M branches, CBG or PB ops and Common Depository.</li> <li>- Monitoring of valuation/expiration for potential pay-outs Perform month end reconciliation between Murex and Common Depository</li> <li>- Responsible for the compliance of all procedures with general banking/statutory requirements as well as meeting the requirements of both internal &amp; regulators compliance</li> <li>- Achieve consistently high service levels for all clients</li> <li>- Initiate continual enhancements to productivity and quality of service in line with developments within the Hub and Spokes and with Business Unit</li> </ul> <p>Candidate will be measured on their attitude, keenness to learn and competency in the role.</p>	<p>Proficient in Microsoft Office and Excel. Programming knowledge is an added advantage.</p>
T&OTS01	Technology & Operations	T&O-Tech Services-Central Function	2 Changi Business Park Crescent, DBS Asia Hub, Level 9	<p>Scope includes:</p> <ul style="list-style-type: none"> <li>- Participate in systems development lifecycle from analysis, design, testing through to implementation and communication with stakeholders.</li> <li>- Support costs management including analysis of costs data, with preparation of presentation updates to management/stakeholders.</li> </ul> <p>Performance measurement:</p> <ul style="list-style-type: none"> <li>- Deliver on assigned tasks with quality and within the agreed timelines.</li> <li>- Effectively support the costs management activities.</li> </ul>	<p>Good knowledge of Microsoft Excel and Microsoft PowerPoint. Would be good to have some accounting knowledge</p>
T&OTS02	Technology & Operations	T&O-Tech Services-Central Function	2 Changi Business Park Crescent, DBS Asia Hub, Level 9	<p>Intern will support</p> <ul style="list-style-type: none"> <li>- end-to-end execution and delivery of Technology Services' Learning Transformation goals to Singapore.</li> </ul> <p>Responsibilities include planning, execution, analysis, event management, content management, digital and social media marketing, user experience design (UX) and documentation.</p> <ul style="list-style-type: none"> <li>- to assist in performing analysis of data to drive/plan learning activities &amp; outcomes.</li> </ul> <p>At the completion of the programme, interns will gain knowledge and skills of how to effectively execute various learning strategies from inception to completion, adopting the Agile methodology. Internship will equip the candidates with strong balance of real-world skills like designing and multi-tasking across events, with creative elements where ideas turn into user experiences. Candidates will also acquire skillsets in the use of excel and PowerPoint in their course of work which will be helpful when they commence their real-life work.</p>	<p>Good knowledge of Microsoft Excel and Microsoft PowerPoint, and preferably experience in designing of communication materials, i.e. eDM and video</p>



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T&OTS03	Technology & Operations	T&O-Tech Services-Central Function	2 Changi Business Park Crescent, DBS Asia Hub, Level 9	<ul style="list-style-type: none"> <li>- Implement data analytic process to build a consolidated and clean database for automated reviews.</li> <li>- Apply knowledge and technical skills in data collection, extraction, cleansing and consolidation.</li> <li>- Gain better appreciation of data analytics.</li> <li>- Develop and implement the Automated Review Platform for continuous risk monitoring.</li> <li>- Gain an overview of the control principles, control testing and risk reporting.</li> <li>- Apply knowledge and technical skills in coding &amp; automation to enhance control monitoring and risk reporting capability.</li> <li>- Gain better appreciation on automation and risk reviews.</li> <li>- Gain an overview on risk reporting and issue escalation process.</li> <li>- Apply knowledge and technical skills in building web and mobile applications to display risk dashboard.</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and problem-solving skills</li> <li>• Ability to learn fast, resourceful and diligent in conducting research</li> <li>• Independent, can-do attitude and be resilient against failures</li> <li>• Ability to maintain performance under pressure and tight timelines</li> <li>• Proficient knowledge of Python, Django, D3.js, Office365, Confluence, JIRA, Bitbucket, Jenkins, Agile and Kanban</li> <li>• Good proficiency in MS Office, preferably with ability/experience in simple programming</li> <li>• Exposure to data analytics</li> <li>• Familiarity with cloud services, especially from AWS</li> <li>• Understanding of IT Controls, MAS TRMG and risk management framework</li> </ul>
T&OTS04	Technology & Operations	T&O-Tech Services-Central Function	2 Changi Business Park Crescent, DBS Asia Hub, Level 9	<p>Policies &amp; Standards (P&amp;S) Governance</p> <ul style="list-style-type: none"> <li>- Update existing structure of existing policies, standards and guides.</li> </ul> <p>Technology Risk Assurance (TRA)</p> <ul style="list-style-type: none"> <li>- Update control objectives for automated reviews.</li> <li>- Map testing requirements for control implementations for automated reviews.</li> <li>- Support &amp; monitor ICM project.</li> <li>- Participate in TS automated control risk reviews or testing.</li> </ul> <p>TRA in Emerging Technologies</p> <ul style="list-style-type: none"> <li>- Conduct research on risk, controls, assurance and compliance in the adoption of new technology.</li> <li>- Support cloud adoption initiatives in risk &amp; compliance.</li> <li>- Assist in the development of compliance monitoring codes.</li> </ul> <p>Technology Review Knowledgebase</p> <ul style="list-style-type: none"> <li>- Build GTRA data repository.</li> <li>- Establish baseline controls and assurance good practice / action plans that worked</li> <li>- Document and implement knowledgebase.</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and problem-solving skills</li> <li>• Ability to learn fast, resourceful and diligent in conducting research</li> <li>• Independent, can-do attitude and be resilient against failures</li> <li>• Ability to maintain performance under pressure and tight timelines</li> <li>• Proficient knowledge of Python, Django, Office365, Confluence, JIRA, Bitbucket, Jenkins, Agile and Kanban</li> <li>• Good proficiency in MS Office, preferably with ability/experience in simple programming</li> <li>• Exposure to data analytics</li> <li>• Familiarity with cloud services, especially from AWS</li> <li>• Understanding of IT Controls, MAS TRMG and risk management framework</li> </ul>
T&OTS05	Technology & Operations	T&O-Tech Services-Cybersecurity	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	<ul style="list-style-type: none"> <li>- Project Coordination and tracking of 2019 initiatives.</li> <li>- Setting up of project office document repository for each project.</li> <li>- Conduct review of whitelisted URLs and manage web isolation SharePoint.</li> </ul>	<ol style="list-style-type: none"> <li>1. knowledge in Microsoft Office</li> <li>2. Basic understanding of software development life cycle</li> <li>3. basic programming knowledge</li> </ol>
T&OTS06	Technology & Operations	T&O-Tech Services - Infrastructure / Sre	2 Changi Business Park Crescent, DBS Asia Hub, Level 6	<p>Scope to deliver the following development for the Change Management System:</p> <ol style="list-style-type: none"> <li>1. Automate the submission of request to seek approval of Regional Project Change Control Board (RPCCB) for Project Cutover.</li> <li>2. Automate tracking of failed change request.</li> <li>3. Develop Error Budget module which includes: <ul style="list-style-type: none"> <li>- Error budget for change freeze period whereby lite freeze is applicable if within error Budget.</li> <li>- Daily error budget whereby change for enhancement/project is not allowed if daily error budget is exceeded.</li> <li>- Batch error budget.</li> <li>- Security error budget whereby application would not be allowed to raise change requests for specified period if security error budget is exceeded.</li> </ul> </li> <li>4. Develop Application (APP) to enable simple change request and approval of change via mobile.</li> </ol>	<ol style="list-style-type: none"> <li>1. Perl programming language</li> <li>2. SQL on Maria DB</li> <li>3. Web programming language (HTML, Java script, boot strap)</li> </ol>



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Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
T&OTS07	Technology & Operations	T&O-Tech Services - Infrastructure / Sre	2 Changi Business Park Crescent, DBS Asia Hub, Level 9	<ul style="list-style-type: none"> <li>- Infra Application Development.</li> <li>- Participate in the automation of our batch system via agile implementation.</li> <li>- Candidate will be involved in the development of the system (PERL, Java).</li> <li>- Candidate will work and train along with our site reliability engineer (DevOps) to ensure system availability, performance, monitoring, and incident response of batch system.</li> </ul>	Java programming HTML Rational Database Management (Must know how to write SQL statement to retrieve data from database) Basic web design capability
T&OWMO01	Technology & Operations	T&O-SG-Wealth Mgmt Ops	2 Changi Business Park Crescent, DBS Asia Hub, Level 9	<ul style="list-style-type: none"> <li>- Day to day project and program management and milestone management.</li> <li>- Ensure projects are delivered on time, with quality and within budget.</li> <li>- Contribute to daily, weekly and monthly reporting for area of responsibility through dashboards and scorecards.</li> <li>- Assist the teams in Root Cause Analysis on defects, as well as during identification of underlying problems.</li> <li>- Collaborate with the teams on any BAU processes and support the teams in User Acceptance testing if required.</li> </ul>	<ul style="list-style-type: none"> <li>•Microsoft office applications including Word, Excel, PowerPoint and Outlook;</li> <li>•SharePoint, HTML, CSS, JavaScript would be a plus;</li> </ul>
T&OWMO02	Technology & Operations	T&O-SG-Investment Transaction Processing	2 Changi Business Park Crescent, DBS Asia Hub, Level 7	<ul style="list-style-type: none"> <li>- To process unit trust related transactions (e.g. Trade Reporting, subscriptions, redemptions, switching, settlement, servicing request, corporate actions) in accordance with the agreed service standards.</li> <li>- Ensuring accurate and on-time settlements and compliance to policies, procedures and regulations and support initiatives and projects of the department.</li> </ul>	Proficient in using Microsoft Office
T&OWMO03	Technology & Operations	T&O-SG-Wealth Mgmt Ops	2 Changi Business Park Crescent, DBS Asia Hub, Level 9	<ul style="list-style-type: none"> <li>- Analyse and interpret corporate action information for both domestic and global securities.</li> <li>- Close monitoring of event dates and custodian deadlines.</li> <li>- Ensure the timely and accurate treatment of corporate action events.</li> <li>- Liaison with RMs/ARMs and custodians on corporate action issues.</li> <li>- Handle corporate action queries from RMs/ARMs and other stakeholders as required.</li> <li>- Provide support to team leads and department head as and when required.</li> <li>- Constant review of work process and propose possible alternative ways for improvement.</li> <li>- Performs other duties for Project testing that maybe assigned from time to time.</li> </ul>	Proficient in Microsoft Excel Meticulous and have eye for details Basic financial knowledge Able to multi-task and organize assignments
T&OWMO04	Technology & Operations	T&O-SG-Wealth Mgmt Ops	2 Changi Business Park Crescent, DBS Asia Hub, Level 7	<ul style="list-style-type: none"> <li>- Process different types of transfer covering equities, bonds and funds.</li> <li>- Liaise with different parties such as CDP, front office and external third parties for security transfer.</li> <li>- Liaise with front office and custodian to ensure smooth settlement of transfer.</li> <li>- Monitor settlement status for security transfer.</li> <li>- Perform follow up with custodian on pending status of transfer.</li> <li>- Process Custody and Referral fees.</li> <li>- Process Trailer fees.</li> <li>- Monitoring of cash receipt from different fund house.</li> <li>- Attend to front office queries relating to security transfer.</li> <li>- Perform reconciliation of cash and security breaks</li> </ul>	<ul style="list-style-type: none"> <li>a) Able to work as a team.</li> <li>b) Able to handle multi-tasks.</li> <li>c) Able to work under pressure &amp; work beyond working hours when transaction volume is high.</li> <li>d) Able to communicate effectively (both verbal &amp; written) with staff of internal BUs, operation staff of customers.</li> <li>e) Proficient in Microsoft Excel</li> </ul>



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Internship Code	Business Function	Department	Workplace Location	Internship Scope	Additional Requirements
TM01	Treasury & Markets	T&M Asian Currency Swaps	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 41	<ul style="list-style-type: none"> <li>- Learn how to price and trade various instruments under the guidance of mentor.</li> <li>- Data analysis on our customer's segments in terms of flow business. Will work closely with BMS on this.</li> <li>- Help with automation in spreadsheets and operational processes.</li> </ul>	<ul style="list-style-type: none"> <li>- Proficient in Microsoft Excel</li> <li>- basic programming skills</li> <li>- Strong sense of curiosity and passionate</li> <li>- Innovative &amp; creative</li> <li>- Team player with Good communication skills</li> <li>- Strong interest in financial markets</li> </ul>
TM02	Treasury & Markets	T&M Business Management & Support	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 42	<p>Key performance indicator would include:</p> <ul style="list-style-type: none"> <li>- Quality of documentation on work flows and processes.</li> <li>- Quality of research on regulatory changes in the financial industry.</li> <li>- Ability to synthesize requirements and level of participation in user acceptance testing.</li> </ul>	Proficient in using Microsoft Office
TMSDS01	Treasury & Markets	T&M Structured Debt Solution	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 41	<p>The Job entails supporting the process and deal origination initiative and helping develop analytical tools and presentation/documentation templates in making process of execution more efficient.</p> <ul style="list-style-type: none"> <li>- Support and prepare deal pitch and help building a standard pitchbook template.</li> <li>- Support cash flow model preparation and suggest/help developing a standard template.</li> <li>- Prepare performance reports of existing transactions and automate ongoing monitoring of the same.</li> <li>- Supporting the team in organizing the deal related information/documents and files and create a standard naming convention.</li> </ul>	<p>The candidate for the program should possess the following skills</p> <ul style="list-style-type: none"> <li>• Analytical/Quantitative background</li> <li>• Keen interest in numbers and ability to learn quickly</li> <li>• Proficiency in Power point, Microsoft excel (competency in VBA or any programming language will be a plus but not mandatory)</li> </ul>
TMSDS02	Treasury & Markets	T&M Structured Debt Solution	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 41	<ul style="list-style-type: none"> <li>- Independently research and collate market information to provide relevant content for analysis and presentations.</li> <li>- Create pitchbooks for external clients – provide effective and accurate description of the product and relevant market data.</li> <li>- To read and understand basic rating agency methodologies, and use such knowledge in preparing or maintaining basic excel models used for deal structuring.</li> <li>- Use Bloomberg or other external data to prepare reports on underlying assets being securitized.</li> <li>- Ability to understand relevant market news and research, and prepare meaningful reports or create useful database from such information.</li> </ul>	<p>Proficient in Excel and PowerPoint. Basic understanding of financial terms.</p>
VIS01	DBS Vickers	Institutional Sales Support	12 Marina Boulevard, DBS Asia Central @ Marina Bay Financial Center Tower 3, Level 40	<ul style="list-style-type: none"> <li>- Assist in preliminary research work ( including historical and forecast financials) for new explorations and stock discoveries; present ideas in sales notes and PowerPoint. Prepare market commentaries.</li> <li>- Attend corporate meetings.</li> <li>- Assist in co-ordinating /scheduling corporate meetings for seminar/event.</li> </ul>	Microsoft excel, word, PowerPoint preferred Python programming