

**Office of the Communications Authority
Post-Secondary Student Summer Internship Programme 2022**

<p>Entry Requirements:</p>	<p>Candidates should -</p> <ul style="list-style-type: none"> (a) be undergraduate in any disciplines; (b) be studying Year 2 or above; (c) have attained ‘Level 4’ or above in English Language and Chinese Language in the HKDSE or equivalent; and (d) possess good computer skills in Microsoft Word and Excel*. <p>* Eligible/Shortlisted candidates may be invited to attend a skill test in May 2022.</p>
<p>Duties:</p>	<p>To provide assistance in part of the following –</p> <ul style="list-style-type: none"> (a) carrying out data processing tasks, including verifying, compiling and grouping the data, data entry and data reporting; (b) providing support to records management matters; (c) coordinating a comprehensive check of records/inventory and conducting records/inventory disposal exercise; (d) providing logistical and general support to operational matters such as licensing and administrative duties; (e) providing general support in the implementation of publicity and public education programmes mainly for primary and secondary students; (f) assisting in compiling regular or ad-hoc returns or statistics; (g) undertaking any other duties as assigned by supervisors.