

**Office of the Communications Authority
Post-Secondary Student Summer Internship Programme 2021**

Post (1) – CA Secretariat Division/ Licence Administration Division 1/ Regulatory Division 2/ External Affairs and Unsolicited Electronic Messages Section, Development Division/ Film Division	
Entry Requirements:	<p>Candidates should –</p> <ul style="list-style-type: none">(a) be undergraduates in any disciplines;(b) have attained ‘Level 4’ or above in English Language and Chinese Language in HKDSE or equivalent;(c) possess good language skills in English and Chinese; and(d) possess good computer knowledge in MS Word and MS Excel. <p>* Eligible/Shortlisted candidates may be invited to attend a skill test in May 2021.</p>
Duties:	<p>To provide assistance in part of the following –</p> <ul style="list-style-type: none">(a) Carrying out record management tasks, including filing system management, stock-taking, sample-checking of file inventory, searching, reviewing and relocating time-expired records, and cataloguing hard copies of film records;(b) handling broadcast complaints and enquiries;(c) carrying out data processing tasks, including verifying, compiling and grouping the data, data entry and data reporting;(d) performing general operations functions including licensing;(e) reorganizing and cataloguing the film copies and repositories; and(f) coordinating a comprehensive check of records/inventory and conducting records/inventory disposal exercise.

Post (2) – Finance Division	
Entry Requirements:	Candidates should – (a) be undergraduates in Accounting; (b) be studying Year 3 or above; and (c) possess knowledge and skills in Excel, Word, English and Chinese typing.
Duties:	To provide assistance in – (a) performing record management and annual ad-hoc assignments such as preparing audited schedules and returns to various parties; (b) preparing budget proforma for calling returns; and (c) updating fixed asset records and doing ratio analysis for financial statements.

Post (3) – Regulatory Division 1	
Entry Requirements:	Candidates should – (a) be major in Electronic/ Communications/ Telecommunications/ Information Engineering/ Computer Science/ Information Technology or related discipline; (b) be studying Year 2 or above; and (c) possess sound knowledge in Microsoft Word, Excel and PowerPoint and preferably with knowledge in video editing or MapInfo
Duties:	To provide assistance in – (a) preparing survey and measurement reports. (b) optimizing the self-developed software programs for data collection and data processing; and (c) conducting field survey at telecom facilities such as Wi-Fi hotspots and Radio base stations.

Post (4) – Broadcasting Support Section, Development Division	
Entry Requirements:	<p>Candidates should –</p> <ul style="list-style-type: none">(a) be major in Engineering, Physics, Mathematics, Computer Science or related discipline;(b) be studying Year 2 or above; and(c) be proficient in MS Excel. <p>*Preferably with knowledge of signal processing, computer algorithms and statistical analysis^{Note}.</p> <p>Note: Candidates should state clearly which field(s) of knowledge they possess in the resume/ application form with supporting documents such as transcript of related subjects or certificate in related courses.</p>
Duties:	<p>To provide assistance in –</p> <ul style="list-style-type: none">(a) performing market research on loudness measurement tools for television services;(b) conducting testing of loudness measurement tools and compile evaluation reports; and(c) Categorising received enquiries/ complaints in relation to television services and generate statistics.