

**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"> <li>(a) be undergraduate in any disciplines;</li> <li>(b) be studying Year 2 or above;</li> <li>(c) have attained ‘Level 4’ or above in English Language and Chinese Language in the HKDSE or equivalent; and</li> <li>(d) possess good computer skills in Microsoft Word and Excel*.</li> </ul> <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"> <li>(a) carrying out data processing tasks, including verifying, compiling and grouping the data, data entry and data reporting;</li> <li>(b) providing support to records management matters;</li> <li>(c) coordinating a comprehensive check of records/inventory and conducting records/inventory disposal exercise;</li> <li>(d) providing logistical and general support to operational matters such as licensing and administrative duties;</li> <li>(e) providing general support in the implementation of publicity and public education programmes mainly for primary and secondary students;</li> <li>(f) assisting in compiling regular or ad-hoc returns or statistics;</li> <li>(g) undertaking any other duties as assigned by supervisors.</li> </ul>