

**Office of the Communications Authority**  
**Post-Secondary Student Summer Internship Programme 2023**

Entry Requirements:	<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, Excel and PowerPoint*.</li> </ul> <p>* Eligible/Shortlisted candidates may be invited to attend a skill test in May 2023.</p>
Duties:	<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 general support to operational matters such as licensing and administrative duties;</li> <li>(c) providing support to survey study, system data management and records management matters;</li> <li>(d) reorganizing and cataloguing the film copies and repositories;</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) assisting in conducting the booth exhibitions in Hong Kong Book Fair and other roving exhibitions; and</li> <li>(h) undertaking any other duties as assigned by supervisors.</li> </ul>