## Office of the Communications Authority
## Post-Secondary Student Summer Internship Programme 2024

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| Entry Requirements: | Candidates should - <br><br> a) be undergraduate in any disciplines; <br> b) be studying Year 2 or above; <br> c) have attained 'Level 4' or above in English Language and Chinese Language in HKDSE or equivalent; <br> d) possess good computer skills in Microsoft Word, Excel and PowerPoint*. <br><br> * Eligible/Shortlisted candidates may be invited to attend a skill test in May 2024. |
| Duties: | To provide assistance in part of the following – <br> (a) carrying out data processing tasks, including verifying, compiling and grouping the data, data entry and data reporting; <br> (b) providing general support to operational matters such as licensing and administrative duties; <br> (c) assisting in compiling regular or ad-hoc returns or statistics; <br> (d) providing support to survey study, research on telecommunications and broadcasting technology, system data management and records management matters; <br> (e) reorganizing and cataloguing the film copies and repositories; and <br> (f) undertaking any other duties as assigned by supervisors. |