

Div/Dept	No. of Vacancies	Engagement Period	Job Description	Stream of Study	Other Requirement	Working Hours	Work Location	No. of Students for Interviews
Pearl Purchasing & Scheduling	1	June 3 to August 31, 2019	1. Update publicity materials library 2. Housekeeping digital files library 3. Housekeeping library materials 4. Internet/ online searching 5. Filing	Language/ Translation	General PC knowledge and Chinese word processing	Office hours	TVB City	3
Corporate & Community Relations	1	June 3 to August 31, 2019	1. To assist in handling audience hotline and public email account 2. Other clerical works such as updating the Resources Centre as and when required	Language/ Translation	Good communicatino skills in both written and spoken	Office hours	TVB City	3
News & Information Services	3	June 3 to August 31, 2019	1. Write news stories through interview and research 2. News translation 3. Production of news cast 4. Using CG & design skills to present news	Language/ Translation	General PC knowledge and Chinese word processing	Irregular	TVB City	3

\* The exact number of students accepted as interns would depend on the results of their interviews