

The Intern (All-Rounder) position is designed to provide students or recent graduates with practical, hands-on experience in a professional work environment. The Intern will support various units of the Online Safety Commission and gain exposure to administrative, technical, operational, and outreach functions of the organization.

Expression of Interest (EOI)	Position Title	No. of positions	Duration
OSC 09/2025	Intern (All Rounder)	Open/Pool	Negotiable

Job Description

1. Key Responsibilities

The successful applicant will be required to assist across multiple areas, including but not limited to:

Administrative Support

- Assist with general office administration and filing (physical and electronic).
- Support data entry, record keeping, and document preparation.
- Assist in scheduling meetings and organizing office activities.

Operational, Technical Support & Outreach

- Provide basic support to operational teams as assigned.
- Assist with monitoring tasks, research, and report preparation.
- Support compliance and internal processes under supervision.
- Support awareness programs, workshops, and events where required.

Communications & Marketing

- Assist with drafting basic correspondence and internal communications.
- Create visually engaging posters and graphic content, including reels for social media platforms.

ICT & Office Systems Support

- Provide basic assistance with computer systems and office equipment.
- Support data organization and information management tasks.

General Duties

- Perform any other duties reasonably assigned by the supervisor.
- Maintain confidentiality and adhere to OSC policies and procedures at all times.

2. Learning Outcomes

During the attachment period, the intern will:

- Gain exposure to public sector operations and online safety functions.
- Develop workplace professionalism and communication skills.
- Build practical experience in administration, operations, and digital environments.
- Understand confidentiality, ethics, and compliance requirements.

3. Qualifications & Skills

Essential:

- Currently enrolled in or recently completed studies in areas such as IT, Law, Cybersecurity, Communications, Business Administration, or related fields.
- Basic computer literacy (MS Word, Excel, Email).
- Good written and verbal communication skills.
- Willingness to learn and adapt.

Desirable:

- Interest in online safety, cybersecurity, or digital governance.
- Basic understanding of website design, content development, and digital platforms.
- Ability to work independently and as part of a team.

4. Personal Attributes

- Professional and responsible attitude.
- Strong work ethic and reliability.
- Respect for confidentiality and ethical conduct.
- Positive, proactive, and flexible approach to work.



5. Reporting Line

The Intern (All-Rounder) will report to a designated Supervisor or Office Manager within the Online Safety Commission.

6. Code of Conduct

The Intern is required to comply with all OSC policies, procedures, and confidentiality requirements throughout the attachment period.