

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to conduct the Hong Kong Diploma of Secondary Education Examination (HKDSE). It also administers other assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international examining bodies and local professional bodies. Applications are now invited for the following post:

Assistant Officer – Examination Systems

(Ref: ES/01/654)

Duties: The appointee will be responsible for data management, change management, and resource management; maintenance of administrative data; participation in various examination operations, with the objective of supporting the successful delivery of examinations and assessment; effective improvement of administrative tasks within the set strategic plans, policies and guidelines of the Authority.

Requirements:

- (a) A Bachelor's Degree in Business Computing and Data Analytics or equivalent;
- (b) At least 3 years' relevant experience preferably in the areas of data monitoring and management statistics reporting;
- (c) Knowledge in SAS, SQL and Excel programming will be an advantage; and
- (d) Good command in spoken and written English and Chinese.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 20 January 2021

Applications would be considered until the post is filled.

Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website (www.hkeaa.edu.hk/tc/Career/general.html). Completed application forms should be returned to the Manager – Human Resources at the above address. Applicants not notified within 10 weeks from the application review date should consider their applications unsuccessful.

The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website (www.hkeaa.edu.hk).