

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:

Investigation Officer

(Contract Period: March to July 2020)

Duties:

The appointees will be required to carry out investigation of complaints and examination irregularities, preparation of reports, drafting of replies, maintaining and updating of records in the computer system, and assisting in other examination administration work.

Requirements:

- (a) Post-secondary education;
- (b) Good oral and written communication skills in both English and Chinese (oral Cantonese);
- (c) Meticulous, analytical with good common sense;
- (d) Pleasant telephone manner with experience in customer service preferred;
- (e) Willing to work outside office hours and during weekends; and
- (f) May be required to perform outdoor duties.

Note: Applicants who are HKDSE 2020 candidates or who have close relatives taking the 2020 HKDSE will not be considered for appointment.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a temporary contract with MPF benefits.

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/temp.html). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to recruit@hkeaa.edu.hk.

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).