

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:

**Senior Officer – Support Services  
(Contract period up to July 2020)**

**(Ref: FD/02/603)**

**Duties:** The appointee will be responsible for assisting Manager – Support Services in the development and implementation of the Procurement module of the Integrated Corporate Services System (ICSS), with the objective of meeting target system (module) roll-out in 2019/20 within the set policies and guidelines of the Authority.

**Requirements:**

- (a) A Bachelor's Degree preferably in Purchasing or related disciplines;
- (b) At least 5 years' supervisory experience in procurement or related disciplines;
- (c) Proficient in computer applications including Word, Excel and Access;
- (d) Proven experience in the development and/or implementation of ERP or procurement system;
- (e) Good command of spoken and written English and Chinese;
- (f) Detail-minded, organized and able to work independently;
- (g) Good communication, negotiation and interpersonal skills; and
- (h) Able to collaborate with different users in an organization.

**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: 27 February 2020**

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](http://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](http://www.hkeaa.edu.hk)).*