

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent, 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:

Temporary Officer – Examination Systems (Contract period from 1 Mar to 31 Aug 2021)

Duties: The appointee will be responsible for planning and supervising various operations before and after the HKDSE examination such as processing of scripts and operating computer jobs submission.

Requirements:

- (a) A Bachelor's Degree in Mathematics, Statistics, Computer Information Systems or other relevant disciplines or equivalent;
- (b) At least 5 years' relevant working experience, preferably in processing examination scripts/data and operation supervision or equivalent;
- (c) Familiar with examination systems and/or related computer applications for data processing and statistics;
- (d) Proficient in computer software including Microsoft Office;
- (e) Good organizational skills, supervision skills and problem solving skills;
- (f) Good command of spoken and written English and Chinese;
- (g) A team player with good interpersonal and communication skills;
- (h) Highly meticulous, ability to work independently and under pressure and may work at irregular hours; and
- (i) Candidates with less academic qualifications but substantial relevant working experience may be considered.

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

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 (<http://www.hkeaa.edu.hk/tc/Career/temp.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).