

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

Temporary Officer – Information Technology

Duties: Reporting to Manager of the Information Technology Division, the appointee is responsible for providing technical and administrative support to the Authority. The appointee will have to plan for technical operations, provide solution in respective areas, work with other IT staff members on projects and assignments, coordinate with vendors and business partners in system and project works, carry out house-keeping administrative and assist in any ad-hoc tasks as assigned.

Requirements:

- (a) A Bachelor's Degree in IT, CS, engineering or equivalent;
- (b) At least 5 years' relevant working experience and preferably with at least 2 years' hands-on support in systems and technical operations;
- (c) Practical experience in documentation or technical writing, including compile project documents, set up technical specifications, prepare reports and manuals;
- (d) Demonstration of good project co-ordination skills and vendor management skill, with experience in IT procurement, tendering, contract administration and maintenance;
- (e) Basic knowledge in quality assurance methodology, standards and framework (e.g. ISO20000-1:2018, ISO27001:2013) would be an advantage;
- (f) Attentive to details and a good team player; and
- (g) Good command of spoken and written English and Chinese.

Candidates with less academic qualification and/or less experience will be considered for the post of Assistant Officer – Information Technology.

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

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 or sent to recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. 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).