The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent, self-funding and not-for-profit statutory body. Its main role is to conduct the HKAL and HKDSE examinations. 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:

**Data Centre Operations Assistant**

*(Contract Period: ASAP – August 2013)*

**Duties:**
(a) Monitor status of the network system;
(b) Provide operation support and perform system deployment;
(c) Conduct database synchronization and integrity checking;
(d) Carry out system recovery according to the defined procedures and escalate problems where required;
(e) Carry out systems back up and run all production & housekeeping jobs as scheduled; and
(f) Perform other support duties as assigned by supervisors.

**Requirements:**
(a) Form 7 or above; computer-related qualification is an advantage;
(b) Experience in data centre operations / help desk support is preferred;
(c) Knowledge in networking devices, e.g. router and switch;
(d) Good communication & interpersonal skills, willing to learn, responsible and can work independently; and
(e) Working on irregular hours and shifts (including Sunday and Public Holiday) is required.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Application form can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA’s website (www.hkeaa.edu.hk). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to recruit@hkeaa.edu.hk.

HKEAA is an equal opportunity employer and welcomes application 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 HKEAA’s website (www.hkeaa.edu.hk).