

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:

**Data Centre Operations Assistant
(Contract period: 1 February 2021 - 31 August 2021)**

Duties:

- (a) Provide operation support and system monitoring of IT systems;
- (b) Carry out system operation according to defined procedures and escalate problems where required;
- (c) Perform IT system maintenance & housekeeping jobs as scheduled; and
- (d) Perform other support duties as assigned by supervisors.

Requirements:

- (e) Form 7 / DSE graduate or above; computer-related qualification is an advantage;
- (f) Experience in data centre operations / help desk support is preferred;
- (g) Good communication & interpersonal skills, willing to learn, responsible and can work independently;
- (h) Working on irregular hours and shifts (including Sunday and Public Holiday) is required;
- (i) Candidate with less experience or fresh graduates will also be considered; and
- (j) On-the-job training will be provided.

Note: The position does not accept applicants, or applicants with immediate family member(s), who sit for 2021 HKDSE.

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).