Applications are invited for the provision of the following services for the Associated Board of the Royal Schools of Music (ABRSM) Practical Examinations.

Waiting Room Supervisors (WRS)

Period Required: Tuesday to Saturday (approx. 8:30 a.m. to 5:30 p.m.) from 09 October to 10 November 2012

Duties:
(a) Take attendance and check the identification documents of candidates
(b) Keep discipline in the waiting room
(c) Ensure the smooth operation of the examination
(d) Follow the instructions of the examiners and the HKEAA

(If appointed, the WRS will need to attend a briefing session in early October.)

Requirements:
(a) Five passes in HKCEE including Chinese Language and English Language Syllabus B at “D” or above, or scored 2 or above in Chinese Language and 3 or above in English Language from 2007 onwards or five passes in HKDSE including Chinese Language at Level 2 or above and English Language at Level 3 or above or equivalent (post-secondary education preferred)
(b) Fluency in English and Cantonese (ability to communicate in Putonghua is an asset)
(c) Mature, patient, polite, pleasant personality and kind-hearted to children
(d) Experience in dealing with children and parents/teachers is an asset
(e) Be punctual for work and be able to provide full-day service during the above specified examination period.

Service Fee: HK$315 per session (2 sessions a day), with a bonus of 10% upon successful completion of the contract.

Closing Date for Application: 11 August 2012

Application form can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or the San Po Kong Office at 17 Tseuk Luk Street, San Po Kong, Kowloon. The application form can also be downloaded from the HKEAA’s website (www.hkeaa.edu.hk). Completed application form should be returned to the Wan Chai office.

If appointed, the service provider will provide the Waiting Room Supervisor Service as an independent contractor. Nothing in the appointment of the service provider shall constitute or deem to constitute a contract of employment between the Authority and the appointee. Applicants not notified by 10 September 2012 should consider their applications unsuccessful.