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

Examinations Administration Assistant  
(Ref: SE/07/348)

**Duties:** The appointee will be responsible for handling phone and written enquiries/complaints in the Public Examinations Information Centre. The post holder is also required to provide clerical and administrative support in the Centre, perform user acceptance test for an online application system and assist in the investigation of examination irregularities together with the timely updating of the knowledge base. He/she will be required to work outside office hours during examination seasons.

**Requirements:**
(a) A Bachelor’s Degree in any discipline;
(b) At least 1 year’s working experience in general administration or clerical support;
(c) Working experience in the education sector or customer service is preferable;
(d) Proficient in computer applications including Word, Excel and Chinese word processing;
(e) Good command of spoken and written English and Chinese, knowledge of Putonghua is an advantage; and
(f) Meticulous minded and capable of working under pressure.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will initially be on a fixed-term contract with MPF benefits, and medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

**Date for Application Review: 13 July 2016**

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 (www.hkeaa.edu.hk). 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.

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 website (www.hkeaa.edu.hk).