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:

**General Manager - Human Resources and Administration** (Ref: HR/03/090)

**Roles:** The Hong Kong Examinations and Assessment Authority (HKEAA) is a statutory body which provides valid, reliable and equitable examinations and a range of assessment services in a professional, innovative, efficient and effective manner in order to meet educational and societal needs. The General Manager – Human Resources and Administration plays a leading role in the institution of staff development programs, long-term human resources planning and management of HKEAA facilities.

**Major Responsibilities:**

(a) Leading the Human Resources and Administration Division in the formulation of policies and the implementation of a full spectrum of human resources management, talent management and development programs, facilities and property management as well as office administration functions, in line with corporate strategic directions;

(b) Serving as a strategic partner to senior management and providing secretarial support to committees and management;

(c) Initiating and implementing organization-wide initiatives such as manpower planning, leadership development program, staff capacity building, performance management and reward systems, staff communication programs, resource planning, office automation, etc.;

(d) Contributing to the overall goals of the HKEAA as a member of the Leadership Team.

**Requirements:**

Applicants should:

(a) have a recognized Bachelor’s degree in a relevant discipline; a higher degree in general management or HR management is preferable;

(b) have substantial experience in HR, office administration, property management and committee work, at least 8 years of which should be at senior managerial level;

(c) be proficient in both Chinese and English with excellent communication and writing skills;

(d) be familiar with employment-related legislations and best practices in HR and administration;

(e) be a dynamic leader and committed team player, with high level of energy, enthusiasm, empathy and a passionate interest in human resources issues and strategic management; and

(f) have excellent interpersonal skills and the ability to foster good staff relationship.

**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.

**Application Review Date: 12 April 2013**

Applications would be considered until the post is filled.
The 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 website (www.hkeaa.edu.hk). Completed application forms should be returned to the Director – Corporate Services 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 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 the HKEAA website (www.hkeaa.edu.hk).