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:

**Human Resources Assistant** (Ref: HR/12/077)

**Duties:** The appointee will provide administrative support to the HR team. S/he will also provide support in the implementation of HR initiatives and work closely with internal users in the delivery of a range of HR services.

**Requirements:**
(a) A Bachelor’s Degree in Human Resources Management or related disciplines;
(b) At least 1 year of working experience in human resources or administrative role;
(c) Knowledge of the Employment Ordinance and other HR related legislative requirements;
(d) Proficient in computer applications including Word, Powerpoint, Excel, Chinese character input method and preferably HRIS;
(e) Good oral and written communication skills in both English and Chinese; and
(f) Good interpersonal and communications skills.

Candidates who do not meet the required qualification but with substantial experience will also be considered.

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

**Date of Application Review:** 4 January 2013

Applications would be considered until the post is filled.

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. Applicants not notified within 10 weeks from the closing 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’s website (www.hkeaa.edu.hk).