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:

**Manager – Support Services** (Ref: FD/07/351)

**Duties:** The appointee will be responsible to lead teams in different locations in handling tendering and procurement activities, monitoring the operations of the Publication and Printing Units, handling copyright and licensing issues, in order to ensure the procurement function is run efficiently and effectively and in accordance with the set policies and guidelines, HKEAA publications are produced timely and accurately, copyright and licensing issues are followed up promptly.

**Requirements:**
(a) Bachelor’s Degree in any discipline;
(b) At least 6 years’ management experience, preferably in procurement and general administration;
(c) Experience in handling procurement and tender process, preparation of tender evaluation reports, managing vendor contracts and deal with vendor;
(d) Knowledge in Accounting will be an advantage;
(e) Excellent written and oral communication skills in both English and Chinese; and
(f) Good negotiation and management skills.

**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: 9 August 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](http://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](http://www.hkeaa.edu.hk)).*