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 posts:

**Post 1: Officer – Examination Systems**
(Contract up to 1 year)

**Duties:** The appointee will be responsible for planning and operating computer jobs submission, performing user acceptance tests of various examination systems, processing of scripts, supervision of script scanning operations and systems, compilation of statistics and informative data to relevant parties for decision making, and conduct quality assurance activities for accurate examination data.

**Requirements:**
(a) A Bachelor’s Degree in Mathematics, Statistics, Computer Information Systems or other relevant disciplines or equivalent;
(b) At least 5 years’ relevant working experience, preferably in processing examination data/statistics and operation supervision or equivalent;
(c) Familiar with examination systems and/or related computer applications for data processing and statistics;
(d) Knowledge of Oracle database, SQL Developer, MS Access and Excel will be an advantage;
(e) Good organizational skills, supervision skills and problem solving skills.

**Post 2: Assistant Officer – Examination Systems**
(Contract up to 2 years)

**Duties:** The appointee will assist officers for operating computer jobs submission, performing user acceptance tests of various examination systems, processing of scripts, supervision of various operations and conduct quality assurance activities for accurate examination data.

**Requirements:**
(a) A Bachelor’s Degree in Mathematics, Statistics, Computer Information Systems or other relevant disciplines or equivalent;
(b) At least 3 years’ relevant working experience, preferably in processing examination data/statistics and operation supervision or equivalent;
(c) Familiar with examination systems and/or related computer applications for data processing and statistics;
(d) Knowledge of MS Access, Excel and SQL will be an advantage;
(e) Good organizational skills, supervision skills and problem solving 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, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

**Date for Application Review:** 19 November 2015
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).