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:

**Senior Officer – Examinations Administration**

(Ref: SE/06/279)

(One-year contract)

**Duties:** The appointee is responsible for the administration of public examinations. Duties include liaison with schools and candidates, processing of applications for special examination arrangements from candidates with special needs, examination centre and invigilation arrangements, supervision of examination operations, handling of examination irregularities and complaints, supervision of subordinates and manpower deployment. The appointee is also required to provide secretarial support for committee work, assist in projects in support of provision of special examination arrangements for candidates with special needs, as well as support the implementation of examination system applications.

**Requirements:**
(a) A Bachelor’s Degree in any discipline;
(b) At least 6 years’ relevant working experience, preferably in education-related sectors;
(c) Excellent interpersonal and customer service skills with a good sense of service excellence;
(d) Strong supervision skills, planning and organizational skills;
(e) Excellent command of both written English and Chinese;
(f) Proficient in computer applications including Word, Excel and Access; and
(g) Experience in examination administration and customer service is an added advantage.

**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:** 3 July 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](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)).*