Applications are invited for the provision of the following services for the Associated Board of the Royal Schools of Music (ABRSM) Practical Exams.

Waiting Room Supervisors (WRS)

Period Required: Tuesday to Saturday (approx. 8:30 a.m. to 5:30 p.m.) from 08 April to 24 May 2014

Duties:
- Take attendance and check the identification documents of candidates
- Keep discipline in the waiting room
- Ensure the smooth operation of the examination
- Follow the instructions of the examiners and the HKEAA

(If appointed, the WRS will need to attend a briefing session in early April.)

Requirements:
(a) Five passes in HKCEE, including Chinese Language and English Language (Syllabus B), or scored 2 or above in both subjects from 2007 onwards (or equivalence), OR five subjects, including Eng Lang and Chin Lang, in HKDSE in any combination of the following:
   i. Level 2 in New Senior Secondary subjects,
   ii. “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), &
   iii. Grade E in Other Language subjects
(b) Post-secondary education preferred
(c) Fluency in English & Cantonese (ability to communicate in Putonghua is an asset)
(d) Mature, patient, polite, pleasant personality and kind-hearted to children
(e) Experience in dealing with children and parents/teachers is an asset
(f) Be punctual for work and be able to provide full-day service during the above specified examination period

Service Fee: HK$342.00 per session (2 sessions a day), with a bonus of 10% upon successful completion of the contract.

Date for Application Review: 24 February 2014

Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or the San Po Kong Office at 17 Tseuk Luk Street, San Po Kong, Kowloon. The application forms can also be downloaded from the HKEAA website (www.hkeaa.edu.hk). Completed application forms should be returned to the Wan Chai office.

If appointed, the service provider will provide the Waiting Room Supervisor Service as an independent contractor. Nothing in the appointment of the service provider shall constitute or deem to constitute a contract of employment between the Authority and the appointee. Applicants not notified by 14 March 2014 should consider their applications unsuccessful.