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 examinations and it is preparing for the introduction of the HKDSE in 2012. It also administers over 200 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:

**Temporary Officer - Human Resources**

**Duties:** The incumbent will be primarily responsible for a special compensation and benefits related project. Key deliverables of this project include the collection, preparation, verification, analysis, processing and reporting of large volume of pay and benefits data and the process automation through related HRIS enhancements and implementation. The incumbent will also assist in the review, provision of general HR services and any other ad hoc project as assigned.

**Requirements:**

(a) A Bachelor’s Degree in related disciplines;
(b) At least 3 years’ experience in human resources management, preferable in sizable company;
(c) Hands-on experience in delivery of HR services, payroll and other compensation and benefits related projects;
(d) Proficient in MS Office applications, especially in Excel is essential. Knowledge in IPL would be an advantage;
(e) Mature, well organized with good analytical skills, strong sense in figures, fast-learning and detailed-minded;
(f) Conversant with the Hong Kong Employment Ordinance and other human resources related ordinances; and
(g) Immediately available is highly preferred.

*Candidates without a degree but with substantial relevant experience may also be considered.*

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will be on a temporary contract with MPF benefits.

*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](http://www.hkeaa.edu.hk)). Completed application forms should be returned to the Manager – Human Resources & Administration 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 website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*