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 and 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:

**Examinations Administration Assistant**

(Ref: IP/10/069)

**Duties:** The appointee will be responsible for providing administrative support for the conduct of examinations and assessment (including computer-based testing), handling enquiries, complaints and counter services. The job holder may be required to perform outdoor duties or work long hours during exam peak seasons.

**Requirements:**

(a) A Bachelor’s Degree in any discipline;
(b) At least 1-2 years’ working experience in general administration or clerical support;
(c) Working experience in the education sector or customer service is preferable;
(d) Proficient in computer applications including Word, Excel, Access and Chinese word processing;
(e) Good command of spoken and written English and Chinese, knowledge of Putonghua is an advantage;
(f) Meticulous minded and capable of working under pressure;
(g) Working long hours and on holiday days is required at times.

**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: 24 October 2012**

Applications would be considered until the post is filled.

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). Completed application forms should be returned to the Manager – Human Resources 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’s website (www.hkeaa.edu.hk).