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:

**Officer – Information Technology** (Ref: IT/05/052)

**Duties:** The appointee will be responsible for the technical services of various IT systems and organization-wide infrastructure. This will include, but not limited to, administration of Active Directory Domain, Exchange Email System, and new technology deployment.

**Requirements:**
(a) A Bachelor’s Degree in Information Technology / Computer or related disciplines;
(b) At least 5 years’ working experience in related areas, including hands-on technical skills in Microsoft Active Directory and Exchange management;
(c) Proficient in Microsoft Windows Server operating environment (Windows 2003, 2008 Server, Active Directory, Exchange Server 2007/2010);
(d) Holder of MCSE is preferred;
(e) Exposure to quality and IT security/service standards (such as ISO 9000/20000/27001, etc.) would be an advantage;
(f) Good communication skills in both Chinese and English.

**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.

**Closing Date for Application:** 11 September 2012

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).