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 Administration Assistant (Information Technology)**

**Working period:** December 2011 to June 2012

**Duties:** The appointee will be responsible for providing computer technical support, counter services, clerical and administrative support. Carry heavy goods and outside work is required, should be work in Lai King, Wan Chai, San Po Kong or Tsuen Wan.

**Requirements:**
(a) Form 5 or above, with basic computer knowledge;
(b) At least 2 years’ relevant working experience;
(c) Willing to work on irregular hours; and
(d) Experience in computer technical support, hotline enquiry and end-user support would be an advantage.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Future employment may be offered on renewable contracts subject to needs and performance.

*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’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.*

*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)).*