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 Assistant Officer - Examinations Administration**

**Duties:** The appointee will assist in the testing and implementation of the HKDSE computer application systems. He/she will be responsible for testing of the system and providing administrative support for the delivery of the examination system, including liaison with schools and candidates, handling enquiries and complaints, assisting in logistics arrangements for examinations. The job holder may be required to perform outdoor duties.

**Requirements:**
(a) A Higher Diploma or above in any discipline;
(b) At least 1 year’s relevant experience preferably in education-related sectors;
(c) Strong interpersonal, planning and organisational skills;
(d) Good command of English and Chinese;
(e) Experience in the development and operation of computer applications including Words, Excel, Access and Chinese word processing is preferred;
(f) Experience in examination administration and system testing would be an advantage;
(g) Able to work under pressure with tight project deadlines; and
(h) Immediately available is highly preferred.

**Employment Terms:** The remuneration package will be commensurate with qualifications and experience. Appointment will be on a 10-month temporary contract with MPF benefits.

Application forms can be obtained from the HKEAA office on 13/F., Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website (www.hkeaa.edu.hk). Completed application forms should be sent to the Manager - Human Resources & Administration at the above address. Applicants not notified by 30 November 2011 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).