TEMPORARY DEPOT SUPERVISORS

Applications are urgently invited for the above vacancies. The appointees will supervise a team of assistants to support the administration and operations of the public examinations conducted by the Authority.

Period Required: 19 December 2011 to 4 June 2012

Requirements:
♦ Form 5 or above with 8 years’ full time working experience, including 2 years in a supervisory role;
♦ Prior working experience in examination operations is required;
♦ Good oral and written communication skills in both English and Chinese (oral Cantonese);
♦ Required to perform outdoor duties and work at irregular hours;
♦ Be able to work full-time throughout the appointment period.

(Preference will be given to those who are immediately available)

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 & Administration at the above address. Applicants not notified by mid December 2011 should consider their applications unsuccessful.