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 Human Resources Assistant**

**Duties:** Assist in the administration of HR functions, implementation of HR initiatives, and work closely with internal users in the delivery of a range of HR services.

**Requirements:**
(a) Higher Diploma in relevant discipline or equivalent, with at least 1 years’ working experience in human resources management;
(b) Proficient in computer applications including Word, Excel and Chinese character input method;
(c) Familiar with the Hong Kong Employment Ordinance and other human resources related ordinances;
(d) Good interpersonal skills and able to communicate effectively with all levels; and
(e) Immediately available is highly preferred.

Candidates without a Higher Diploma but with substantial relevant experience may also be considered.

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

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 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 website (www.hkeaa.edu.hk).