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 Information Technology Assistant**

**Duties:** To handle the technical enquiries; to assist the UAT, user training and implementation of the HKDSE Examination systems. Provide daily IT operations support on personal computers, networks, back-end systems and data centre activities.

**Requirements:**
- Diploma or above in Computer Science or related discipline;
- Relevant working experience, preferably in helpdesk and application support. Fresh graduate will also be considered;
- Good oral and written communication skills in both Chinese and English;
- Willing to be worked on-call and under irregular hours; and
- Pleasant, customer–oriented and be a good team player.

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