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 Officer – Facility Management

**Duties:** The appointee will assist in managing office administration and facility management work of sub-offices and assessment centers, drafting and implementing good practices and procedures of Facility Management in order to support the core operations of the HKEAA. Shift duty may be required.

**Requirements:**
(a) A Bachelor’s Degree in Estate Management, Facility Management or Surveying, or related disciplines;
(b) At least 3 years’ experience in managing office buildings/institutions/corporate facilities acquired from client/service providers;
(c) Hands-on experience in drafting, administering and managing outsourced contracts and service providers; sound knowledge of building operations;
(d) Proficient in computer applications including Word and Excel;
(e) Good command of spoken and written English and Chinese; and
(f) Customer-oriented with pleasant personality and excellent interpersonal skills.
(g) Immediately available is highly preferred.

**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).