

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

Assistant Officer – Assessment Development

(Ref: AD/05/147)

Duties: The appointee will be responsible for providing administrative and secretarial support in the Assessment Development Division, examination personnel administration, preparing confidential documents in Chinese and English and assisting in organising seminars and meetings.

Requirements:

- (a) A Bachelor's degree in any discipline;
- (b) At least 3 years of work experience in general administration;
- (c) Proficient in computer applications including Word, Excel, PowerPoint, Access and Chinese word processing;
- (d) Administrative and organising skills;
- (e) Vigilance and attention to details with time management skills;
- (f) Good communication and interpersonal skills;
- (g) Good command of spoken and written English and Chinese, knowledge of Putonghua is an advantage; and
- (h) Knowledge of statistical applications and/or multi-media applications will be an advantage.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 23 May 2024

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Manager – Human Resources, by quoting the position applied and reference number via email at ad-recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 10 weeks from the application review date should consider their applications unsuccessful.

The HKEAA is an equal opportunities employer and welcomes applications 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 the HKEAA website (www.hkeaa.edu.hk).