

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 – Examinations Administration**

**(Ref: IP/05/242)**

**Duties:** The appointee will be responsible for handling various administrative duties covering pre-during-post examination operations, providing support in examination facilities, equipment, and related logistic operations; communicating and coordinating with internal and external parties on the examination operations with the objective of ensuring pre-during-post examination activities are properly executed; improving the operations and services of the Division, and meeting the financial objectives within the given resources, timeline, relevant policies and guidelines of the Division and HKEAA.

#### **Requirements:**

- (a) A Bachelor's Degree in any discipline;
- (b) At least 3 years of administrative or operationally focused position or in the field of education or public sectors;
- (c) Good interpersonal, organizational, and problem-solving skills;
- (d) Proficiency in computer applications (including MS Office Suite and Chinese word processing);
- (e) Experienced in system UAT, customer service, complaint handling, and daily accounting operations preferred;
- (f) Highly meticulous and able to work under pressure and irregular hours (including public holidays); and
- (g) Proficiency in both written and spoken English and Chinese preferably including Putonghua.

**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: 28 August 2025**

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 [iped-recruit@hkeaa.edu.hk](mailto:iped-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 8 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](http://www.hkeaa.edu.hk)).*