

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: SE/07/250)

Duties: The appointee will provide administrative support for the conduct of the HKDSE including processing of applications from candidates with special needs, liaison with schools and candidates, allocation of examination centres, appointment of examination personnel, logistics arrangements for written and speaking examinations, handling enquiries and complaints, investigation/processing of examination irregularities and performing user acceptance tests of the application systems. The job holder will also be required to perform outdoor duties and work outside office hours during the examination period.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 3 years' working experience in general administration, desirably in education sector;
- (c) Proficient in computer applications including Word, Excel, PowerPoint and Chinese word processing;
- (d) Good command of spoken and written English and Chinese, knowledge of Putonghua is an advantage;
- (e) Mature, self-motivated, meticulous minded, flexible, and able to work independently; and
- (f) Good team player with good interpersonal and communication skills.

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: 31 July 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 sead-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 (<http://www.hkeaa.edu.hk>).