

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to conduct the Hong Kong Diploma of Secondary Education Examination (HKDSE). It also administers other assessment projects and 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:

Assessment Development Assistant

(Ref: AD/08/916)

Duties: The appointee will be responsible for providing reception services to internal and external customers and performing clerical duties with the objective of ensuring an effective operation of the reception counter and the public telephone lines and supporting the smooth operation of the office within the set instruction, guidelines and procedures.

Requirements:

- (a) Higher Diploma/ Associate Degree or above in any discipline;
- (b) At least 2 years of work experience in general administration;
- (c) Proficient in computer applications including Word, Excel, PowerPoint, Access and Chinese word processing;
- (d) Vigilance and attention to details with time management skills;
- (e) Good communication and interpersonal skills; and
- (f) Good command of spoken and written English and Chinese, knowledge of Putonghua is 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: 19 August 2022

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).