

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:

Assistant Officer – Examinations Administration

(Ref: IP/04/682)

Duties: The appointee will be responsible for providing administrative support for the conduct of international and professional examinations and assessment (including computer-based testing), handling enquiries, complaints and counter services. The job holder may be required to perform outdoor duties or work long hours during exam peak seasons.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 3 years' relevant experience preferably in education-related sectors. Customer service experience is an advantage;
- (c) Strong planning, organisational and interpersonal skills with some supervisory experience;
- (d) Good command of spoken and written English and Chinese (including Putonghua);
- (e) Proficient in computer applications including Word, Excel, Access and Chinese word processing;
- (f) Meticulous, and capable of working under pressure and long hours at times; and
- (g) Knowledge in system UAT and data processing is an advantage.
- (h) Self-motivated and ability to work independently under pressure and tight deadlines; and
- (i) Work on public holidays may be required subject to the exam operations

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: 26 April 2021

Applications would be considered until the post is filled.

Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website (www.hkeaa.edu.hk/tc/Career/general.html). Completed application forms should be returned to the Manager – Human Resources at the above address. 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).