

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 – Examination Systems

(Ref: ES/12/972)

Duties: The appointee will be responsible for performing different examination-related operations, processing of examination data, conducting user acceptance tests, and supervision and training of part-time staff.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 3 years' working experience;
- (c) Good team player with attention to details;
- (d) Sound knowledge in Microsoft Excel;
- (e) Ability to work independently under pressure with good interpersonal and communication skills; and
- (f) Good command of spoken and written English and Chinese.

Candidates with less experience will be considered for Examination Systems Assistant. Fresh graduates are also welcome.

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 December 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 esu-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).