

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 – Human Resources
(Contract up to 31 May 2022)

(Ref: HR/09/628)

Duties: The appointee will support the Human Resources Services team to provide quality human resources services including staff recruitment and movement, staff retention and other HR related initiatives. S/he will also handle temporary / part-time staff issues including recruitment and selection, appointment and termination processes in accordance with legislative requirements, policies and procedures, co-ordinate with user divisions regarding temporary staffing needs and deployment, process payroll, upkeep records in HR information system, prepare reports and assist in other initiatives as and when required.

Requirements:

- (a) A Bachelor's degree in human resources management or related discipline;
- (b) At least 3 years' relevant experience in HR management;
- (c) Hands-on experience in different HR functions including HR servicing, recruitment, payroll processing and HR information system (preferably in using IPL);
- (d) Good knowledge with the Employment Ordinance and other HR related ordinances;
- (e) Good command of spoken and written English and Chinese;
- (f) Good communication and interpersonal skills;
- (g) Proficient in PC applications (Word, Excel, Access and Chinese word processing); and
- (h) Able to work under pressure with good time management and teamwork mindset.

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: 9 October 2020

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).