

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:

Head of International and Professional Examinations

(Ref: IP/05/869)

Roles: The Head of International and Professional Examinations leads the International and Professional Examinations Division in devising a growth strategy for development of new examination/assessment services and administering existing examination/assessment services to the commissioning examining bodies to drive business and revenue for the Authority.

Major Responsibilities:

- (a) Lead the administration of critical/ new/ current examination/ assessment services and business development activities with a view to contributing to the revenue growth, professional development and strategic direction; monitor divisional operations, including but not limited to contract negotiation with clients/ vendors/ contractors, effective examination/ assessment operations, day-to-day management of the division;
- (b) Identify business growth areas/ opportunities and advise on the direction of capital investment for driving future business;
- (c) Plan and develop international and professional examinations (IPE) services, including the introduction and promotion of new services through maximizing the facilities, in-house strengths and expertise of the HKEAA;
- (d) Ensure and continuously improve the quality and professionalism of IPE services;
- (e) Manage relationship with contractors/ vendors/ business partners, including a pool of over 1,000 contractors working as examination personnel of HKEAA;
- (f) Manage relations with the relevant local and overseas examination bodies, government departments, schools and other stakeholders; and
- (g) Contribute to the overall goals of the HKEAA as a member of the Leadership Team.

Requirements:

- (a) A recognised Bachelor's degree, preferably in marketing or education management. A higher degree in relevant or other disciplines would be an advantage;
- (b) At least 15 years' work experience, of which not less than eight years at senior managerial level;
- (c) Solid experience in marketing/ promoting education/ training or related products and in the development and administration of large-scale examinations/ assessments or large-scale projects in the education/ training sector; experience in educational testing sector would be preferred;
- (d) Strong business acumen and high motivation to drive business growth and achieve breakthroughs;
- (e) Excellent and dynamic leadership, interpersonal and negotiation skills;
- (f) A proven track record of leading a big team of and partnering with people of diverse backgrounds; strong experience in managing senior stakeholders, both internal and external; and

- (g) Strong command of English and Chinese and conversational skills in 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: 2 June 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 Head of Human Resources and Administration, by quoting the position applied and reference number via email at hra-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 12 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).