

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:

Manager – Examinations Administration

(Ref: IP/04/686)

Duties: The appointee leads the planning and administration of various international and professional examinations, processes and resolves examinations irregularities and complaints, manages and develops a team of staff (including customer services representatives), prepares and briefs examinations personnel on examinations operations and procedures, provides input and leadership in divisional meetings, assists in temporary staff and invigilators pool management and continuously reviews the current practice and identifies areas for improvement.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 8 years of relevant working experience, with no less than 6 years of supervisory experience in education related or public sectors;
- (c) Knowledge of education administration or examination operation and business administration would be an advantage;
- (d) Change and possess management, leadership, interpersonal, communication, organisational and analytical skills;
- (e) Experience in customer service, complaint handling and problem solving;
- (f) Proficient in computer applications including Word, Excel and PowerPoint;
- (g) Experience in computer system applications is preferred; and
- (h) Excellent command of spoken and written English and Chinese.

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: 5 May 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).