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/08/737)
(Computer Based Testing)

Duties: The appointee will assist the Division Head and Senior Managers to lead the design, development, implementation and support of the International and Professional Examinations Division's Computer Based Testing (CBT) systems. He/ She will manage and work with vendors and support examination boards in following key areas: Use system-provided tools to author test items, build forms, and create test-day ready examinations; Use systems' tools and services to assemble test into production, designate delivery modalities, and facilitate candidate registration and scheduling; Securely deliver candidate friendly test experience through HKEAA's test network and pop-up centers; Support on screen marking for MC questions and ensure examination boards can successfully mark non-MC questions; Provide data and analytics per examination board requirement regarding test takers and marker performance; Work with developers from vendors on customised solutions per examination board request; Support potential CBT examinations enquiries and pre-sales activities, ensure running of system in accordance with ISO 9000 and 27001 industrial standards as well as governance defined by the Council of HKEAA and other ad-hoc duties as assigned.

Requirements:
(a) A Bachelor's degree in information technology or equivalent;
(b) At least 8 years' working experience in IT professions with 3 years in managing IT projects;
(c) Highly accountable, demonstrate proactive character and can communicate with people of different backgrounds and needs;
(d) Strong leadership, excellent interpersonal skills, a strong analytical mind good problem solving skills and exhibition of a can-do attitude;
(e) Hands on experience in application system development, maintenance and support;
(f) Previous IT vendor pre-sales experience (IT/ CBT systems) and professional knowledge of IT and Project Management (ISO 9000, IS0 27001 and PMP etc) are desirable;
(g) Highly meticulous and ability to work under pressure and irregular hours;
(h) Proficiency in both written and spoken English and Chinese preferably including Putonghua.

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: 31 August 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.