

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:

Officer – Examinations Administration

(Ref: IP/09/631)

Duties: The appointee will supervise a team to deliver operations before, during and after a range of specified examinations (Music, Arts and Dance exams); assist in planning resources for the team, resolve any assessment /examinations irregularities and verbal complaints; carry out the special arrangement for SEN candidates; assist in identifying improvement areas and propose changes to the operation or procedures; communicate and coordinate with internal and external parties on the assessment/ examination operations with the objective of effectively administer various examinations/ assessments and contribute to operation and services improvement, and meeting the financial targets of the Division within the given resources, timeline, relevant policies and guidelines of the Division and HKEAA.

Requirements:

- (a) A Bachelor's degree in any discipline;
- (b) At least 5 years of experience in an administrative position or in the field of education or public sectors with at least two years in a supervisory position;
- (c) Knowledge of administration or examination operations;
- (d) Interpersonal, organisational, problem solving and supervisory skills;
- (e) Hands-on experience with PC and internet skills;
- (f) Knowledge of education administration or examinations operation;
- (g) Experienced in customer service, complaint handling preferred;
- (h) Highly meticulous and ability to work under pressure and irregular hours;
- (i) Ability to complete internal training on corporate/divisional guidelines and procedures and pass the corresponding internal assessments within the period agreed with the supervisor(s);
- (j) 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: 28 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).