

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/05/870)**

**Duties:** The appointee will supervise a team to deliver a range of examinations covering pre-during-post operations; assist in planning resources for the team, resolve any assessment /examinations irregularities and complaints; carry out the special arrangement for SEN candidates; assist in identifying improvement areas and propose changes to 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 ongoing operation and services improvement, and meeting the financial objectives 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 or operationally focused position or in the field of education or public sectors with at least two years in a supervisory position;
- (c) Knowledge of administration in a highly complex environment or examination operations desirable;
- (d) Interpersonal, organisational, problem solving and supervisory skills;
- (e) Hands-on experience with PC and system;
- (f) Experienced in customer service, complaint handling preferred;
- (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: 26 May 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 the Manager - Human Resources, by quoting the position applied and reference number via email at [iped-recruit@hkeaa.edu.hk](mailto:iped-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 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 (<http://www.hkeaa.edu.hk>).*