

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 – Examination Systems

(Ref: ES/04/685)

Duties: The appointee will be responsible for planning and operating computer jobs submission, performing user acceptance tests of various examination systems, processing of scripts, supervision of script scanning operations and systems, compilation of statistics and informative data to relevant parties for decision making, and conduct quality assurance activities for accurate examination data.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 5 years' relevant working experience about data processing and/or operation supervision or equivalent;
- (c) Familiar with computer applications for data processing and statistics;
- (d) Knowledge of Oracle, SQL and Excel will be an advantage; and
- (e) Good organizational skills and supervision skills.

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: 30 April 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).