

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 – Human Resources  
(Contract period up to 31 October 2022)**

**(Ref: HR/01/814)**

**Duties:** The appointee has a key role to play in the development of Human Resources information system. S/he will also handle staff payroll and taxation, leave and benefits administration and review, personnel record maintenance, market surveys, analysis reports, HR services and staff enquiries on various matters. S/he will also participate in other HR initiatives as and when required.

**Requirements:**

- (a) A Bachelor's Degree in Human Resources Management or related disciplines, preferably with professional HR qualification or training;
- (b) At least 5 years' relevant experience in payroll processing, benefits administration, HR information system and HR services, in large and / or public organizations;
- (c) Well-versed with the Employment Ordinance and other HR related ordinances;
- (d) Highly sensitive to figures, meticulous and be able to meet deadlines;
- (e) Good command of spoken and written English and Chinese;
- (f) Highly proficient in MS Office applications, especially Excel, and Chinese word processing; and
- (g) Able to work independently with good interpersonal and communication skills.

**Candidates with less experience will be considered for the position of Assistant Officer – Human Resources.**

**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: 4 February 2022**

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](http://www.hkeaa.edu.hk/tc/Career/general.html)). Completed application forms should be returned to the Manager – Human Resources at the above address. 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 ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*