

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 – Information Technology (Infrastructure)**

**(Ref: IT/06/891)**

**Duties:** The appointee is responsible for managing computing systems for office and examination/assessment purpose. These systems include (i) Active Directory Systems; (ii) MS Exchange electronic mail system; (iii) centralized and distributed file servers at different offices; (iv) personal computers supporting various assessment centres of the Authority; and (v) other infrastructural systems/IT solutions grouped under the IT Division. The officer will have to plan for the technical operations, coordinate with vendors and business partners, supervise contractors and internal staff, and facilitate the daily control, and accomplish the goal as set by the IT Division. Reporting to a manager of IT, this system administrator will have to provide technical solution in the respective areas, co-work with other IT staff on projects and assignments, review systems for continuous improvement, alongside with the daily system operations and maintenance work.

**Requirements:**

- (a) A Bachelor's Degree in IT, CS, engineering or the equivalent;
- (b) At least 5 years' relevant working experience and preferably with at least 2 years' hands-on operation exposure with one or more of the systems enlisted above;
- (c) A demonstration of good project management, vendor management (including IT procurement, tendering and contract administration), and central IT system/asset management (including maintenance, configuration change, support and security);
- (d) Basic knowledge in quality assurance methodology, standards and framework (e.g. ISO20000-1:2018, ISO27001:2013) would be an advantage;
- (e) Attentive to details and be a good team player; and
- (f) Good command of spoken and written English and Chinese.

**Candidate with less experience will be considered as Assistant Officer in which appropriate professional training would be provided.**

**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: 8 July 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 [itd-recruit@hkeaa.edu.hk](mailto:itd-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 ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).*