

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 two Human Resources posts:

Senior Officer – Human Resources

(Ref: HR/06/886)

Duties: The appointee is responsible for the quality delivery of compensation and benefits operational tasks and services including monthly payroll process, tax filing, leave and benefits administration, personnel record management and maintenance, etc. S/he will assist in reviewing HR procedures and practices, implementing HR initiatives such as annual pay review, market surveys and preparing analyses and management reports as well as other ad hoc duties/assignments as and when required.

Officer – Human Resources

(Ref: HR/06/887)

Duties: The appointee will support the provision of quality HR services including staff recruitment, movement and retention, performance management and staff relations, payroll and taxation as well as attendance/leave management for temporary staff. S/he has end-to-end responsibilities in the timely and accurate delivery of the related services and will participate in other HR initiatives and projects as and when required.

Requirements:

- (a) A Bachelor's Degree in Human Resources Management or related disciplines preferably with professional qualification or training preferred;
- (b) Well-versed with the Employment Ordinance and other HR related ordinances;
- (c) High proficiency in Excel, Word and PowerPoint and Chinese word processing;
- (d) Good command of spoken and written English and Chinese;
- (e) Strong analytical capacity and sensitivity with figures as well as time management and attention to details;
- (f) Able to work independently with good interpersonal and communication skills;
- (g) For the **Senior Officer** post, **6 years'** hands-on experience in compensation and benefits administration/projects while for the **Officer** post, **5 years'** relevant experience in providing human resources services, both preferably in large and / or public organisations.

Candidates with less experience for Senior Officer and Officer post will be considered for Officer and Assistant Officer positions respectively.

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 June 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 hrad-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).