

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

Temporary Assistant Officer – Examinations Administration (Contract period from December 2022 to June 2023)

Duties: The appointee will provide administrative support for the conduct of the HKDSE including processing of applications from candidates with special needs, liaison with schools and candidates, appointment of examination personnel, logistics arrangements for written and speaking examinations, assistance in the production launch of the application systems, handling enquiries and complaints, and investigation/processing of examination irregularities. The job holder will also be required to perform outdoor duties and work outside office hours during the examination period.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 3 years' working experience in general administration;
- (c) Working experience in the education sector or customer service is desirable;
- (d) Proficient in computer applications including Word, Excel, PowerPoint and Chinese word processing;
- (e) Good command of spoken and written English and Chinese;
- (f) Meticulous minded and capable of working under pressure; and
- (g) Candidate with less working experience and academic qualification may also be considered.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a temporary contract with MPF benefits.

Date for Application Review: 15 December 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 (<http://www.hkeaa.edu.hk/tc/Career/temp.html>). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to 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).