

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:

Temporary Officer – Examinations Administration (Recruitment) (Contract period from November 2021 to May 2022)

Duties: The appointee will be responsible for recruitment and deployment of temporary Oral Recording System Assistants (ORSA) in speaking examinations of the Hong Kong Diploma of Secondary Education Examination. He/she will maintain a pool of temporary ORSA with proper training, monitor their performance and attendance and provide on-site technical support when needed. He/she will also assist the team to carry out examination administration tasks.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 3 years' working experience, preferably with experience in recruitment, training, IT project, event management, or administration;
- (c) Strong sense in IT systems, preferably with experience in project management;
- (d) Mature and able to handle recruitment and appointment of examination personnel independently;
- (e) Strong communication and inter-personal skills;
- (f) Good command of English and Chinese; and
- (g) Able to work from 5pm to 9pm during the examination period (March and May 2022).

Note: Applicants who are HKDSE 2022 candidates or who have close relatives taking the 2022 HKDSE will not be considered for appointment.

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: 3 November 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/temp.html). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to recruit@hkeaa.edu.hk.

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).