

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent, 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 Assistant Officer – Education Assessment Services**

**Duties:** The appointee will be responsible for performing data analysis, providing clerical support and assist Officer – Education Assessment Services (Data Analysis) to provide data analysis for Territory-wide System Assessment (TSA), supporting pre-test/research test as well as TSA assessment administration and reporting.

### **Requirements:**

- (a) A Bachelor's Degree, preferably in Statistics/Mathematics, Social Sciences, Education or relevant disciplines;
- (b) At least 3 years of working experience, preferably in the field of statistics/educational assessment;
- (c) Possess good statistical knowledge and data processing skills, preferably good use of statistical package (Excel, SPSS);
- (d) Good communication and interpersonal skills; and
- (e) Good command of spoken and written English and Chinese.

**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: 8 July 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](mailto: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)).*