

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 Information Technology Assistant (Contract period for 1 year)**

**Duties:** The appointee will be responsible for problem-solving on PC, printer and network issues, internet services support, user training and assisting in the implementation of office automation.

### **Requirements:**

- (a) Diploma or above in Computer Science or related discipline;
- (b) Around 1 year of relevant working experience in helpdesk and office automation, familiar with general desktop software e.g. MS Office, Windows, Microsoft 365 products and Zoom online meeting;
- (c) Good oral and written communication skills in both Chinese and English;
- (d) Willing to be on call and work irregular hours;
- (e) Pleasant, customer-oriented and be a good team player; and
- (f) Holders of MCP, MCSA or MCSE and/or relevant would be an advantage.

*Candidate who completed secondary education, with at least 3 years' experience in IT support / application support / desktop support experience will 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: 23 March 2023**

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)).*