

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:

Information Technology Assistant

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, preferably in helpdesk and office automation;
- (c) Good oral and written communication skills in both Chinese and English;
- (d) Willing to be on call and work irregular hours; and
- (e) Pleasant, customer-oriented and be a good team player.

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: 29 August 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).