

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 Officer – Education Assessment Services (Contract period up to 31 December 2021)

Duties: The appointee will be responsible for converting assessment items from paper mode to web mode on provided computers and web platforms as well as processing data and documents.

Requirements:

- (a) A Higher Diploma or above in Information Technology, Computer Science or other relevant disciplines or equivalent;
- (b) Solid working experiences in XML, CSS, and HTML;
- (c) Proficient in computer software including Microsoft Office, Excel;
- (d) Good command of spoken and written English and Chinese;
- (e) A meticulous team player with good interpersonal and communication skills;
- (f) Able to work independently and under tight timeline;
- (g) Be able to work full time throughout the appointment period;
- (h) Candidates with less academic qualifications but strong technical skills may 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: 18 May 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 (<http://www.hkeaa.edu.hk/tc/Career/temp.html>). Completed application forms should be returned to the Manager – Human Resources at the above address. 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).