

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 Project Officer (Contract period: 12 months)

Duties: Under the direct supervision of a project manager, the appointee will be assigned to work on a time-bounded project from requirement collection, tendering, vendor engagement, solution deployment, implementation and final system acceptance. The project officer will provide the following services:

- (a) Compile user requirement catalog;
- (b) Facilitate the tendering exercise for system deployment which includes, but not limited to, vendor liaison, tender's briefing, proposal evaluation, recommendation for selection;
- (c) Drive the contractor to conduct site checking of over 500 schools;
- (d) Ensure a reliable system solution is being delivered in a quality manner (both technical and operational);
- (e) Coordinate with the contractor to deliver appropriate end user training on the new system;
- (f) Support the project team to carry out system acceptance via different testing and commissioning works.

Requirements:

- (a) At least Higher Diploma in IT, project management or related discipline;
- (b) At least 5 years' post-qualification experience in IT project/solution delivery, system testing and commissioning, especially in the areas of project progress control, tracking and execution, compilation of UAT document, testing and commissioning activities, and reporting of project progress updates;
- (c) Familiar with the sourcing and procurement of technical solution, and order placement;
- (d) Committed, self-motivated, pro-active, and be able to work independently to meet project deadlines;
- (e) Strong analytical and communication skills;
- (f) Good command of written English for compiling tender and project related documents.

Candidates with less experience would be considered as Assistant Project Officer.

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: 14 June 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).