

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and 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:

The Summer Internship Programme at HKEAA provides career development opportunities for university undergraduate students, post-secondary students and students on vocational training who wish to pursue future careers in the field of education, examination and assessment, and other supporting functions.

We are offering paid internship opportunities from June to August in a range of the following areas:

- Assessment Technology and Research
- Finance and Accounting
- Human Resources
- International and Professional Examinations

Intern – International and Professional Examinations

The student will assist the Division in compilation of frequency asked questions, handling of public enquiries and provision of administrative support.

Requirements:

- (a) Study in English language/ Translation/ Communications;
- (b) Good command of spoken English, Putonghua and Cantonese;
- (c) Proficient in MS Office e.g. Word, Excel.

Date for Application Review: 27 May 2022

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 (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 iped-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).