

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:

Part-time Supervisor

Duties: The appointee will be responsible to support the administration / operations of the Authority.

Requirements:

- (a) Higher Diploma or above with supervisory experience.
- (b) Good command of spoken and written English and Chinese.
- (c) Knowledge of PC hardware / software installation and troubleshooting.
- (d) Solid web based application support experience would be an advantage.
- (e) Overtime and offsite work is required occasionally.
- (f) Immediately available is highly preferred.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a part-time contract basis.

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 recruit@hkeaa.edu.hk.

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).