

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

Manager – Assessment Technology and Research (Ref: ATR/09/267)

Duties: The appointee will be responsible for managing the budget of projects, coordinating design, development, pilots and implementation of Putonghua proficiency assessment frameworks and assessments, liaising with government agencies and external expert consultants, contributing to project management and subject matter expertise to other research and development projects as well as to perform other duties and responsibilities as assigned by the supervisor(s).

Requirements:

- (a) A doctoral degree in Chinese language (Putonghua) education, assessment or related disciplines;
- (b) At least 6 years of managerial experience in the supervision and management of research work;
- (c) Substantial knowledge of Putonghua education and/or assessment, especially in Hong Kong context;
- (d) Experienced in working with primary and/or secondary schools in Hong Kong and working with government agencies in Hong Kong and/or Chinese Mainland preferred;
- (e) Familiarity in Putonghua curriculum and textbooks in Hong Kong is preferred;
- (f) Certification as a Putonghua ShuiPing Ceshi (PSC) oral examiner is strongly preferred;
- (g) A good team player with excellent project management and professional report writing skills; and
- (h) Outstanding presentation and communication skills in Putonghua, Cantonese, and English.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 27 October 2025

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Manager - Human Resources, by quoting the position applied and reference number via email at atr-d-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 8 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).