

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:

Officer – Education Assessment Services (Ref: EA/11/196)
(Assessment Administration Team)

Duties: The appointee will be responsible to assist the Manager and Senior Officer to deliver operations before, during and after a range of Territory-wide System Assessment (TSA) of Basic Competency Assessment (BCA) Project and specified tasks assigned by the supervisors; provide support for requisition and delivery of assessment materials; handle assessment irregularities/enquiries/complaints; coach and train subordinates; carry out the special arrangements for SEN students; carry out User Acceptance Test (UAT) according to the defined system requirements and implement system health check after system enhancement with the objective of contributing to the effectively administer the BCA Project; communicate and coordinate with internal and external parties on the assessment operations to improve the Division's services and operations within the set instructions, guidelines and procedures of the Education Bureau and the Authority.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 5 years of relevant administrative experience, with no less than 2 years of supervisory experience;
- (c) Experience in assessment/examination administration and/or customer service is an added advantage;
- (d) Proficient in computer applications including MS Word, Excel, PowerPoint and Chinese word processing (knowledge on MS Access/PowerBI or experience in UAT/data processing will be an advantage);
- (e) Good customer service skills, organisational skills, communication skills and time management skills;
- (f) Good command of spoken and written English and Chinese, with proficiency in Putonghua would be an advantage;
- (g) Meticulous and able to work under pressure with tight deadline.

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: 19 November 2024

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 easd-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).