

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 – Examination Systems

(Ref: ES/08/258)

Duties: The appointee will be responsible for processing data in different stages of the HKDSE examination cycle, operating various system functions in the relevant examination modules, handling irregularities, conducting system tests, and preparing reports and statistics for stakeholders.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 5 years of relevant working experience, preferably in sizeable organisations;
- (c) Familiar with the operation of sophisticated computer systems, and the processing of large datasets and statistical reports;
- (d) Proficiency in computer software including Microsoft Office;
- (e) Solid skills in SQL is preferred, with knowledge in AI and/or data analytics tools such as PowerBI or SAS would be an advantage;
- (f) Well-organised, proactive, innovative, and strong analytical and problem-solving skills;
- (g) A team player with a “can-do” attitude and excellent interpersonal skills;
- (h) Detail-minded and able to work independently and under pressure; and
- (i) Strong communication skills with good command of spoken and written Chinese 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: 1 September 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 esu-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).