

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 – Information Technology
(Governance, Risk and Compliance)
(Contract period up to 31 August 2026)**

(Ref: IT/06/247)

Duties: The incumbent will report to team manager and assist the development of IT Governance and Security GRC of the Authority, including:

- (a) Develop, and maintain security and data privacy management roadmaps, assist in enterprise IT governance, and conduct cross-function collaboration to support digital transformation;
- (b) Assist in enterprise risk management and provide advice on practical controls implementation;
- (c) Manage large-scale security risk assessment;
- (d) Manage multiple ISO certification processes and coordinate internal/external IT audit exercises;
- (e) Deliver and coordinate security awareness programs; and
- (f) Provide IT administrative support including risk assessment and reporting, procurement, inventory and budgetary control.

Requirements:

- (a) A Bachelor's Degree in Information Technology, Computer Science or related disciplines;
- (b) At least 5 years of working experience with minimum of 1 year in information security, IT governance and/or risk management;
- (c) Proven experience in designing, implementing, and enforcing security policies, standards, and guidelines;
- (d) Profession knowledge/qualifications in one or more of the followings is preferred: CISM, CISA, ISO Lead Auditor;
- (e) Knowledge of data privacy framework, standard and regulations in Hong Kong and Mainland is a plus;
- (f) Working with 'can-do' attitude, detail-oriented, well organized and presentable;
- (g) Strong communication, analytical and vendor management skill; and
- (h) Good communication skills in both oral 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: 12 August 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 itd-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).