

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 – Procurement

(Ref: FD/05/043)

Duties: The appointee will assist in purchasing/tendering activities, supplier management, project coordination and administration of the Procurement team. S/he also assists in supervising junior staff and is responsible for handling purchase requisitions and close monitoring of compliance to the Authority's procurement policy and procedures.

Requirements:

- (a) A Bachelor's Degree preferably in Purchasing or related disciplines;
- (b) At least 5 years' work experience in procurement or related functions;
- (c) Some supervisory experience will be an advantage;
- (d) Detail-minded, organised and able to work independently;
- (e) Good communication, negotiation and interpersonal skills;
- (f) Able to collaborate with different users within an organisation;
- (g) Proficient in computer applications including MS Word, Excel and PowerPoint; and
- (h) Good command of spoken and written English and Chinese.

Applicants with more procurement experience in a supervisory capacity will be considered for appointment as Senior Officer.

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: 8 June 2023

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 fd-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 10 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).