

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:

## **Public Affairs and Communications Assistant (Ref: PA/06/154)**

**Duties:** The appointee will provide administrative support for the Public Affairs and Communications Unit. S/He is required to assist in organising and execution of corporate and stakeholders engagement events, managing stakeholder databases, content updating across various communications channels as well as production of various marketing materials with the objective of maintaining a positive image of the Authority.

### **Requirements:**

- (a) Higher Diploma or Sub-degree in Communications, Marketing, Event Management, Hospitality or related discipline;
- (b) At least 2 years' working experience in advertising, marketing, public relations or customer relationship management;
- (c) Proficiency in written and spoken English and Chinese (Cantonese and Mandarin);
- (d) Mature and independent with good interpersonal and communication skills; and
- (e) Well-organised, self-motivated, meticulous and able to work in a multi-tasking environment.

**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: 2 July 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 [sgip-recruit@hkeaa.edu.hk](mailto:sgip-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](http://www.hkeaa.edu.hk)).*