

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:

**Senior Officer – Information Technology (Digital Workplace) (Ref: IT/06/246)**  
**(Contract period up to 31 August 2026)**

**Duties:** The incumbent will report to team manager and assist in driving the Authority's digital transformation through the Microsoft 365 project. He/she will lead the implementation of Microsoft 365 solutions, including:

- (a) Collecting user requirements, facilitating communication across divisions and stakeholders, and ensuring the solution meets the operational and strategic needs of the Authority;
- (b) Compiling technical specifications and conducting evaluation on tenders or RFQ;
- (c) Supporting system setup and data migration, providing technical quality assurance, and assisting the project manager in reviewing and accepting the contractor deliverables;
- (d) Managing project administration, coordinating with IT staff on project activities, and ensuring resources availability for project delivery;
- (e) Promoting modern digital workplace practices and collaborating with stakeholders to maximize the use of Microsoft 365 tools and services; and
- (f) Overseeing the IT Service Desk and deskside support team.

**Requirements:**

- (a) A Bachelor's Degree in Information Technology, Computer Science, or related fields;
- (b) At least 6 years of working experience, with minimum of 3 years in Microsoft 365 workload implementation and/or IT services support;
- (c) Strong technical knowledge and hands-on experience in Microsoft 365 administration and related technologies are essential;
- (d) Experience with common office automation solutions, productivity tools, and end-user computing (e.g., digital signature solutions, unified communication, VDI, MDM/MAM, and endpoint security configuration) is advantageous;
- (e) Profession qualifications in one or more of the followings are required:
  - Windows Client/macOS, Microsoft 365 and Azure Technology
  - ITIL, CISSP, PMP
  - AI Application on Digital Workplace
- (f) Work with 'can-do' attitude, detail-oriented, initiative-taking, and agility;
- (g) Strong analytical, problem-solving, and vendor management skills; 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: 8 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](mailto: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](http://www.hkeaa.edu.hk)).*