

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/11/195)

Duties: The incumbent will report to team manager and assist in driving digital transformation initiatives of the Authority. He/she will lead the implementation of multiple digital solutions, including:

- (a) Define and design the digital workplace standard and plan for the transformation roadmap;
- (b) Develop, maintain, and enforce Digital Workplace Policy and Guideline in accordance with industry standards, best practices, and relevant requirements;
- (c) Lead project team to build infrastructure and services, perform system integration, and implementation of multiple digital solutions;
- (d) Promote new digital workplace styles, collaborate with different stakeholders to make use of new workplace tools;
- (e) Evaluate emerging technologies; and
- (f) Oversee IT Service Desk and deskside support team.

Requirements:

- (a) A Bachelor's Degree in Information Technology, Computer Science, or related field;
- (b) At least 6 years' 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 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: 18 November 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 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).