

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 (Ref: IT/11/194)**  
**(Governance, Risk and Compliance)**

**Duties:** The incumbent will report to team manager and assist the development of IT Governance and Security GRC of the Authority. He/she will lead the operations of the GRC function, including:

- (a) Develop and outline the security and data privacy management roadmaps, assist in enterprise IT governance, and conduct cross-functional collaboration for supporting the digital transformation;
- (b) Assist in enterprise risk management and provide advisory on practical controls implementation;
- (c) Manage large-scale security risk assessment;
- (d) Manage multiple ISO certification processes and coordinate internal/external IT audit exercises; and
- (e) Deliver and coordinate security awareness programs.

**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 information security, IT governance and/or risk management;
- (c) Proven experience in designing, implementing, and enforcing security policies, standards, and guidelines;
- (d) Knowledge of data privacy framework, standard and regulations in Hong Kong and Mainland is a plus;
- (e) Profession knowledge/qualifications in one or more of the followings is a must:
  - CISSP, CRISC, CGEIT
  - CISA, ISO Lead Auditor
  - IAPP, Privacy-related certifications
- (f) Work with 'can-do' attitude, detail-oriented, well organized and presentable;
- (g) Strong communication, analytical and vendor management skills; and
- (h) Good 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](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)).*