

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
(Project Management)
(Contract period up to 31 August 2026)**

(Ref: IT/07/254)

Duties: The incumbent will provide project support and management to digital transformation project in Information Technology Division, duties include:

- (a) Lead project team and drive new system implementation, provide quality assurance and control;
- (b) Provide project administrative services like specification drafting, budgeting, project meeting, progress updates and reporting;
- (c) Interface and bridge with different counterparts like PMO, business user, IT technical professional and contractors;
- (d) Review, implement and enforce PM framework and best practice in IT Projects;
- (e) Oversee project lifecycle and gatekeep project quality;
- (f) Support in project tendering, procurement processing and contract management; and
- (g) Assist in ad hoc tasks assigned.

Requirements:

- (a) A Bachelor's Degree in Information Technology, Business Administration, Project Management or related disciplines;
- (b) At least 6 years' working experience with minimum of 3 years' PM experience in large-scale system implementation, especially in IT security/infrastructure projects and/or emerging technologies like AI, Chatbot, Cloud Computing, ML and etc.;
- (c) Excellent communication and interpersonal skills to interact with stakeholders at all levels;
- (d) PMP certified is a must, holding of any IT professional/technical certificate is an advantage;
- (e) Working in 'can-do' attitude, detailed mind, independent and agility;
- (f) Strong in presentation, problem-solving and vendor management skills; and
- (g) Good oral and written communication skills in both Chinese and English.

Candidate with less working experience may be considered for the post of Officer – Information Technology.

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: 12 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. 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).