

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:

Temporary Officer – Information Technology (Systems Management)

Duties: The appointee will report to team manager and play the role of IT systems engineer to support the Authority's IT systems and compliance, including:

- (a) Manage and deploy the vulnerability fix such as operating system patches, configuration hardening, access control and authentication, etc;
- (b) Provide OS support and perform installation, troubleshooting and maintenance for Windows and Linux servers;
- (c) Manage server hardware support and maintenance with vendors; and
- (d) Supervise and work with contractors and server and systems support personnel for project implementation and BAU support.

Requirements:

- (a) A Bachelor's Degree in Information Technology, Computer Science or related disciplines;
- (b) At least 5 years' working experience in IT infrastructure, especially large-scale system infrastructure management and incident management experience is an advantage;
- (c) Familiar with products in the market, strong technical know-how and hands on experience in one or multiple domains:
 - Unix/Linux/Windows systems (on-premises and on Cloud)
 - Server Technology and SAN/NAS Storage
 - Active directory, DNS, DHCP, NTP, Group Policy, etc
 - Infrastructure-as-Code (IaC), Server and Systems Vulnerability Management
 - Monitoring tools (eg. Solarwinds) and patching management platform (eg. ManageEngine)
- (d) Knowledge in international standard and best practice in ISO20000/27001, ITIL and/or Security and Risk Management;
- (e) Holder of professional certificates in related Microsoft Server Support Certifications, VMware, ITIL, PMP, CISSP or equivalent will be advantageous;
- (f) Working with 'can-do' attitude, strong analytical and problem-solving skills; and
- (g) Good command of spoken and written English and Chinese.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a temporary contract with MPF benefits.

Date for Application Review: 5 January 2026

Applications would be considered until the post is filled.

Application forms can be obtained from the HKEAA office on 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong or downloaded from the HKEAA website (<http://www.hkeaa.edu.hk/tc/Career/temp.html>). Completed application forms should be returned to the Manager – Human Resources at the above address or sent to 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).