

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to conduct the Hong Kong Diploma of Secondary Education Examination (HKDSE). It also administers other assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international examining bodies and local professional bodies. Applications are now invited for the following post:

**Assistant Officer – Human Resources**

**(Ref: HR/08/735)**

**Duties:** The appointee will work in the Human Resources services team to provide quality Human Resources Services including staff recruitment and movement, payroll and taxation, staff retention, staff communication, staff relations, and other HR related initiatives. S/he has end-to-end responsibilities in the timely and accurate delivery of the related services. Apart from routine operations, s/he will work closely with line divisions, other HR team members and external parties on the related matters. S/he will also take up other human resources tasks and projects as required.

**Requirements:**

- (a) A Bachelor's Degree in Human Resources Management or related disciplines, preferably with professional HR qualification or training;
- (b) At least 3 years' relevant experience in providing human resources services in large and / or public organizations;
- (c) Well-versed with the Employment Ordinance and other HR related ordinances;
- (d) Good command of spoken and written English and Chinese;
- (e) Highly proficient in MS Office applications, especially Excel, and Chinese word processing; and
- (f) Good interpersonal and communication skills.

**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: 13 August 2021**

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 ([www.hkeaa.edu.hk/tc/Career/general.html](http://www.hkeaa.edu.hk/tc/Career/general.html)). Completed application forms should be returned to the Manager – Human Resources at the above address. Applicants not notified within 10 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)).*