

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 – Procurement**

**(Ref: FIN/10/634)**

**Duties:** The appointee will be responsible for various duties such as processing purchase requisitions and goods receipt note, providing clerical and administrative support to purchasing and tendering functions, and processing of supplier registration.

**Requirements:**

- (a) A Bachelor's Degree in any discipline, while procurement is preferred;
- (b) At least 3 years' working experience preferably in procurement or related functions;
- (c) Capable of working within tight deadlines and handle multiple tasks;
- (d) Proficient in MS-Word, MS-Excel, and Chinese word processing;
- (e) Experience in using ERP such as SAP or Oracle is an advantage;
- (f) Good command of spoken and written English and Chinese; and
- (g) Good communication and interpersonal 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: 4 November 2020**

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)).*