

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent, self-funded and not-for-profit statutory body. Its main role is to conduct the HKDSE examinations. 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:

Examinations Administration Assistant

(Ref: SE/02/245)

Duties: The appointee will provide administrative support for the conduct of the HKDSE including processing of applications from candidates with special needs, liaison with schools and candidates, appointment of examination personnel, logistics arrangements for written and speaking examinations, performing user acceptance tests of the application systems, handling enquiries and complaints, and investigation/processing of examination irregularities. The job holder will also be required to perform outdoor duties and work outside office hours during the examination period.

Requirements:

- (a) A Bachelor's Degree in any discipline;
- (b) At least 1 year's working experience in general administration;
- (c) Working experience in the education sector or customer service is desirable;
- (d) Proficient in computer applications including Word, Excel, PowerPoint and Chinese word processing;
- (e) Good command of spoken and written English and Chinese, knowledge of Putonghua is an advantage; and
- (f) Meticulous minded and capable of working under pressure.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will initially be on a fixed-term contract with MPF benefits, and medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 20 February 2015

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). 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.

HKEAA is an equal opportunity employer and welcomes application 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 HKEAA website (www.hkeaa.edu.hk).