

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent, 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:

### **Temporary Officer – Information Technology (Contract Period for 3 months)**

**Duties:** Under the direct supervision of manager, the appointee will be assigned to work on a time-bounded consultancy project at its initiation phase. The officer will provide editorial service and administrative support to the preparation of a tender; coordinate the tendering procedure; facilitate the tender evaluation process; assist in the induction programme for the project staff onboarding and contractor's start-up; and maintain the relevant project documentation.

**Requirements:**

- (a) A Bachelor's Degree in any disciplines, preferable in IT or business;
- (b) At least 6 years' post-qualification experience in project or contract administration, especially in the areas of project documents write-up, compilation of tender specifications, and reporting of project progress updates;
- (c) Committed, self-motivated, pro-active, and be able to work independently to meet project deadlines;
- (d) Strong analytical and communication skills; and
- (e) Good command of written English for compiling tender and project related documents.

**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 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 (<http://www.hkeaa.edu.hk/tc/Career/temp.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)).*