

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:

Officer – Human Resources (Compensation & Benefits) (Ref: HR/06/155)

Duties: The appointee is responsible for compensation and benefits administration related tasks such as payroll and tax filing, leave and benefits administration, and supporting annual pay review, benefits review and renewal, staff cost budgeting, market surveys etc. and preparing analyses, reports, papers and other relevant documentations. S/he will also participate in the implementation of Human Resources Management System (HRMS) including conducting UAT as well as other HR initiatives and projects as and when required.

Requirements:

- (a) A Bachelor's Degree in Human Resources Management or related disciplines preferably with professional qualification or training;
- (b) At least 5 years' relevant work experience in compensation and benefits administration with exposure in the maintenance or enhancement of HRMS, preferably gained in sizable and/or public organisations;
- (c) Experience in the implementation of HRMS an added advantage;
- (d) Well-versed in the Employment Ordinance and other HR related ordinances;
- (e) Good command of spoken and written English and Chinese;
- (f) Strong analytical, problem-solving, time management and PC skills;
- (g) Good interpersonal and communication skills; and
- (h) A meticulous, detail-minded and proactive team player.

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: 8 July 2024

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Manager - Human Resources, by quoting the position applied and reference number via email at hrad-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).