

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:

Temporary Officer – Human Resources (Contract period up to 31 March 2025)

Duties: The appointee will support the team to provide quality HR services including staff recruitment, movement and retention, performance management and staff relations, payroll and taxation as well as attendance/leave management. S/he has end-to-end responsibilities in the timely and accurate delivery of the related services and will participate in 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 preferred;
- (b) At least 5 years' hands-on experience in staff recruitment, provision of human resources services and compensation and benefits administration/projects respectively, both preferably in large and/ or public organisations;
- (c) Well-versed with the Employment Ordinance and other HR related ordinances;
- (d) High proficiency in Excel, Word and PowerPoint and Chinese word processing;
- (e) Good command of spoken and written English and Chinese;
- (f) Strong analytical capacity and sensitivity with figures as well as time management and attention to details; and
- (g) Able to work independently with good interpersonal and communication skills.

Candidates with less experience will be considered for the post of Temporary Assistant Officer.

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: 11 July 2024

Applications would be considered until the posts are 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 or sent to hrrad-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).