

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:

Manager – Human Resources

(Ref: HR/10/192)

Duties: Reporting to the Head of HR and Administration, the appointee leads the Compensation and Benefits team in related policy reviews and development, implementation and communication. S/he is responsible for C&B operations including payroll and taxation, retirement scheme, allowances and gratuity, annual pay review, various leave types, medical related benefits, and staff insurance. Overseeing the HR information system to ensure its smooth functioning and enhancement to support efficient operation is one of the prime roles. Partnering closely with internal and external parties in the delivery of related matters as well as producing analysis, proposals, tender documents, management reports and committee papers are also required.

Requirements:

- (a) A Bachelor's Degree in Human Resources Management or related discipline such as business administration;
- (b) A minimum of 8 years' relevant experience in Compensation and Benefits management, of which at least 6 years in supervisory / managerial level;
- (c) Good knowledge, skills and experience in managing compensation, benefits and HR system projects and operations;
- (d) Conversant in the Employment Ordinance & other HR-related legislative requirements;
- (e) Strong communication and interpersonal skills;
- (f) Excellent planning, organizing, analytical and problem solving skills;
- (g) Mature, independent and able to work under pressure;
- (h) Good command of spoken and written English and Chinese, knowledge of Putonghua is an advantage; and
- (i) Proficient in Microsoft Office applications.

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: 6 November 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 Head of Human Resources and Administration, by quoting the position applied and reference number via email at hra-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).