

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:

Head of Human Resources and Administration

(Ref: HR/03/302)

Duties: You will lead and manage the Human Resources and Administration Division (HRAD) in the delivery of professional services in human resources, general administration and premises management by formulating appropriate strategies in line with the business plan of the HKEAA. Being the thought partner to the senior management and peers, you will provide strategic advice on all matters relating to the HRAD and maintain regular contacts and working relationship with internal and external parties including government officials, Council members, legal advisers, consultants, contractors and landlords.

Talent acquisition, training and development, building a succession pipeline, rewards and benefits management, performance management and staff relations are part of your role. You will also oversee premises management, including long-term accommodation planning, strategic management of lease and rental, workspace/facilities planning and management, office security and cleaning services as well as renovation and maintenance projects that best suit the overall financial strategy and operation/development needs of the Authority.

Requirements:

- (a) A Bachelor's degree in HR management or Business Administration or an equivalent discipline. Possession of a higher degree in a relevant discipline is an advantage;
- (b) A minimum of 12 years' managerial experience in which 3 years should be at senior managerial level;
- (c) Substantial experience in human resources management and general administration as well as committee work; experience in premises/facilities management is preferable;
- (d) Conversancy in regulatory regime of labour management in Hong Kong and best practices in HR management and facilities administration;
- (e) Dynamic, progressive and people-oriented leader with high energy level and passion, strategic mind and business acumen;
- (f) Excellent skills in staff communication, persuasion and negotiation, and managing a diverse workforce;
- (g) Proficiency in both Chinese (Cantonese as well as Putonghua) and English.

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: 24 April 2026

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 Director - Corporate Services, 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 12 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).