

The Estate Agents Authority is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

OFFICER (Examination)
(Ref No.: EAA-2021/19)

Key Responsibilities

The incumbent will be posted to the Legal Services & Examination Section to handle the following:

- assist in the setting and developing of questions for qualifying examinations
- co-ordinate the administration of qualifying examinations with the appointed service provider
- assist with the preparation of examination-related documentation, reports and statistics
- follow up with incidents that involve examination irregularities and breaches of examination regulations
- handle enquiries on qualifying examinations and related matters
- perform such other duties as may from time to time be assigned

Requirements

- A recognized university degree, preferably in Law (candidates with at least 4 years solid and relevant experience may be exempted from this requirement)
- At least 2 years relevant experience which involved the use of legal skills and preferably in property related practice
- Previous examination officer experience is an added advantage
- Good command of both written and spoken English and Chinese (*Preferably attained Grade "C" or above in English Language (Syllabus B) and Chinese Language in HKCEE, or Level 4 or above in HKDSEE, or equivalent*)
- Good communication skills
- Meticulous and a strong team player

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

Application Procedure

Applications with full resume indicating your current and expected salaries and your public examination results should be sent to: Human Resources Section, Estate Agents Authority, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong or via email at hr@eaa.org.hk. Review of applications is ongoing and the recruitment exercise will continue until the vacancies are filled. Candidates who have already responded to our previous advertisement of the same post within the past 6 months need not re-apply. Please mark "Private and Confidential" on the envelope and quote the post applied for and its reference number on the envelope.

Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.

**WE ARE AN EQUAL
OPPORTUNITIES EMPLOYER**

