



<http://www.hongchi.org.hk>

Hong Chi Association was founded in 1965 and one of the largest non-profit organisations dedicated solely to serving people with intellectual disabilities in Hong Kong. For further information about the Association, please visit its website at www.hongchi.org.hk

IT Officer

(Ref.: ITO(ITDSO)/12/07/24/JD)

Responsibilities:

- To conduct daily system administration functions such as network equipment / server monitoring & updating, backup, log checking, etc.
- To perform fault diagnosis and collaborate with contractors
- To provide end-user support services
- To participate in IT infrastructure and information system implementation projects
- To handle procurement of IT equipment, service and inventory control
- To perform ad hoc IT tasks and any other duties assigned by supervisors

Requirements:

- A higher diploma / associate degree in information technology with a minimum of 5 years of relevant working experience, preferably in public organizations
- Solid technical knowledge and skills in some of the following tools or technologies: Fortigate firewall and tools, Ruckus network equipment, VMware, Veeam Backup, Windows and Linux servers and services
- Sound knowledge of system development lifecycle
- Sound knowledge of the framework for effectively managing IT services
- Sound knowledge of the framework for audit control, cybersecurity risk and tech risk
- Fluency in written English and Chinese and spoken Cantonese
- Good teamwork, progress and success together with team members
- Work location : Tai Po

Interested parties please send full resume and expected salary with mark "Confidential & Ref. No." to: **Information Technology Development and Support Office, Hong Chi Association, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po** or by email to head_ito@hongchi.org.hk

****Prospective employees are requested to undergo Sexual Conviction Record Check on voluntary basis****

(All data collected will be used for recruitment purposes only.)