COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE) oversees the operations of the Hong Kong Community College, offering quality sub-degree programmes for secondary school leavers; and the School of Professional Education and Executive Development, offering professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates.

The College now invites applications for the following post:

Information Technology Unit

Information Technology Assistant I/II (Ref. 131021-01)

Duties

The appointee will be required to:

(a) support daily enquiries and operations of e-learning system Moodle;
(b) assist in the system development and enhancement;
(c) conduct bug-fixings and prepare documentation;
(d) manage website, perform graphic and multi-media tasks; and
(e) perform any other duties as assigned.

The appointee will be required to work on shift duties in evenings and weekends. He/she may be required to take up assignments and work outside Hong Kong occasionally.

Qualifications

Applicants should:

(a) have a recognised degree in Information Technology, Computing Studies or a related discipline;
(b) have good knowledge of HTML, XML, CSS, PHP, JSP/JAVA, JavaScript, JQuery, JSON, MySQL, Apache, CMS, revision control such as CVS, SVN and GIT; and
(c) be creative, responsible and able to work independently.

Preference will be given to those with knowledge of PC and graphic software, e.g. Photoshop, Illustrator, Dreamweaver, Flash and InDesign. Possession of experience in web application development will be advantageous.

Fresh graduates are welcome to apply. Applicants with an associate degree or a diploma in a related discipline will be considered for the post of Information Technology Assistant II.

Remuneration

Salary offered will be commensurate with qualifications and experience.
Application

Application forms are obtainable by downloading from [http://www.cpce-polyu.edu.hk/chro/app_form/](http://www.cpce-polyu.edu.hk/chro/app_form/). Please quote the reference number, unit and post in the application. Completed application forms should be returned to the Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hong Kong Community College (Hung Hom Bay Campus), 8 Hung Lok Road, Hung Hom, Kowloon by post/fax (2364 0098)/e-mail (huoffice@cpce-polyu.edu.hk). Recruitment will continue until the position is filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

October 2013