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 Officer / Assistant Information Technology Officer (User Support)
(Ref.181102-03)

Duties

The appointee will (a) manage, build and deploy PC image for end users, IT Labs and computer centres; (b) manage and deliver VDI and virtual application service to end users; (c) develop and maintain system script/application to improve PC and mobile device management; (d) support and assist users in using 3D printing services; (e) assist in managing helpdesk services; (f) handle hotline services and provide technical support to users; (g) monitor systems and perform day-to-day system administration tasks, such as user account management, daily backup, maintaining scheduled tasks and deploying system patches; (h) prepare user guides and training materials, conduct user training demonstrations and workshops; (i) liaise with IT service providers and manage IT projects, and (j) perform any other duties as assigned.

The appointee will be required to work on shift duties in evenings and on weekends.

Qualifications

Applicants should have (a) a recognised degree in Information Technology, Computing Studies or a related discipline; (b) five years' relevant post-qualification experience, and (c) good interpersonal and communication skills.

Preference will be given to those with knowledge in Altiris, ManageEngine, JAMF, VMWare VDI, Microsoft SCCM and Stratasys 3D printers.

Applicants with less experience will be considered for the post of Assistant Information Technology Officer. Shortlisted candidates may be invited to sit for a written test.

Remuneration and Conditions of Service

Salary offered will be commensurate with qualifications and experience. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/. For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. 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.

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