

## 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.



School of Professional Education  
and Executive Development  
專業進修學院



The College now invites applications for the following post:

### CPCE Libraries

#### Assistant Technical Officer / Technical Assistant (Ref. 181123-01)

#### Duties

The appointee will (a) provide IT-related services and support to both CPCE Libraries offices and users; (b) maintain various library information systems, applications and databases; (c) assist in administration and preparation of statistical reports; (d) co-ordinate with other CPCE units/offices and external vendors; (e) take up various library operational duties, and (f) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings, weekends and on public holidays on either of the two campuses in West Kowloon and Hung Hom Bay.

#### Qualifications

Applicants should have (a) a recognized degree in Information Technology, Computing Studies or a related discipline; (b) at least two years' relevant post-qualification work experience; (c) good knowledge and hands-on experience in PHP, MySQL, JavaScript, XML, MS Office, Windows and the tools for web developments; (d) good knowledge and hands-on experience in server administration of Linux operation system and VMware; (e) practical experience in provision of support services to users; (f) high proficiency in both written and spoken English and Chinese, and (g) good multi-tasking, interpersonal and communication skills.

Possession of knowledge and experience of INNOPAC Millennium system and discovery services will be advantageous. Preference will be given to those with knowledge in academic library operations.

Applicants with less experience will be considered for the post of Technical Assistant.

#### 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/](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.