

A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary & Primary School is a non-profit co-educational school under the Direct Subsidy Scheme (DSS) which commenced its operation in September, 2006. We are a through-train primary and secondary school with great emphasis placed on biliterate and trilingual, as well as ICT proficiency. Upholding the tradition and educational belief of the Hong Kong Baptist University, the School will realize its aims through a broad curriculum. We aim at developing students to be contributing global citizens with national pride at heart.



We invite qualified candidates to apply for the following position:

Senior IT Officer

Major Responsibilities

- ◆ Assist the Head of IT in all IT related duties, especially in maintaining and developing the School's IT infrastructure / operation systems / network includes the associated systems analysis, systems design, programming and specialist activities, etc.
- ◆ Provide technical support to users, including troubleshooting hardware, software, network, and Wi-Fi issues
- ◆ Install, configure, and maintain computer systems and networks, including virtual servers, switches, firewalls, AD/DNS/DHCP, VPN, VLAN, and MDM systems
- ◆ Recommend and implement solutions to enhance cybersecurity, as well as the efficiency and system/network performance
- ◆ Collaborate with IT team members and external vendors to ensure timely project completion
- ◆ To perform ad hoc projects and any other duties as assigned

Requirements

- ◆ Degree/Associate Degree or above in Computer Science, Information Technology or a related field.
- ◆ Minimum 10 years of IT experience, team leadership experience is an advantage.
- ◆ Prior experience in the education sector is preferred
- ◆ Proficiency in Google Workspace for Education and Microsoft 365
- ◆ Experience in IT project implementation, UAT testing, user training, and documentation
- ◆ Experience collaborating with academic, finance, administrative, and external vendor teams on system enhancement projects

- ♦ Hands-on experience in school information systems (e.g. eClass). covering admissions, student records, assessment, finance, and parent/student services is an advantage
- ♦ Hands-on experience in systems integration, data analysis, management reports, dashboards, database, SQL, reporting tools and workflow automation across school-related platforms is an advantage
- ♦ Excellent communication and interpersonal skills, with the ability to work effectively in a team

We offer attractive remuneration package including medical & life insurance, retirement benefits and other fringe benefits to the suitable candidate. Salaries will be commensurate with qualifications and experience. Application forms are obtainable at <http://www.hkbuas.edu.hk>. Completed forms, together with copies of credentials should be mailed to the **Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T.** or by email to hr@hkbuas.edu.hk.

(Personal data provided by job applicants will be used for recruitment purposes only)