

Assistant Manager, IT Infrastructure	Post Date : 23 October 2018
Management Information System Unit	Deadline: 6 November 2018
Ref: MIS208/HKCS/231018	HKCS

Job Duties:

- Manage network infrastructure, including Juniper switches, Aruba Wi-Fi network and Radware WAN Link Load Balancer, DNS and IP address control
- Manage VMware vSphere, VMware Horizon VDI, Carbon Black software control system, Avaya Phone system, HDS SAN storage, Solarwinds and PRTG network monitoring systems
- Implement and review system hardening, regular network performance review, network access control; support system integration, communications system and problem fixing
- Implement IT projects such as inventory and patch management system
- Provide installation and maintenance services including hardware and software support for users in Hong Kong and Mainland offices, and installation of security patches, servers and network devices, etc.
- Provide support to the MIS helpdesk, such as preparing documentations, operation and system skill transfer
- Perform daily health check of systems, handle system recovery using Veeam, and participate in disaster recovery drill

Job Requirements:

- Bachelor or Master Degree in IT related disciplines or equivalent with at least 2 years' relevant experience in IT system administration
- Solid experience in network support, VMware, Wi-Fi, software control, firewall, Linux, etc.
- Possess strong problem solving and trouble-shooting skill
- Good team player with excellent communication skills
- Mature, self-motivated, multi-tasking, able to work independently and under pressure
- Good command of both written and spoken English and Chinese, and Putonghua
- Applicants may be considered for other positions if not matching the requirements of the subject position

Applications:

HKPC will take into consideration both the quantitative and qualitative requirements of the post when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered. The successful candidates will be employed on a fixed-term contract basis, which is renewable subject to appointee's performance and the Council's development needs.

Applicants should send application, together with a detailed resume, current and expected salary and contact telephone number by email to rmis20818@hkpc.org (quoting the reference number on the subject heading) **on or before 6 November 2018.**

Applications not quoting reference number will lead to late processing.

Personal data collected will be used for recruitment purpose only. Candidates not invited for interviews within 6 weeks may consider their applications unsuccessful and the applications will be disposed by HKPC within 12 months.