Assistant Manager, IT Infrastructure	Post Date : 14 December 2018
Management Information System Unit	Deadline: 2 January 2019
Ref: MIS269/HKCS/141218	HKCS

Job Duties:

- Manage Microsoft operating system, Active Directory Domains, file server, ManageEngine Log system, Websense web filtering system, Palo Alto firewall, O365 cloud applications including OneDrive for Business, SharePoint and Mobile Device Management
- Manage infrastructure systems including VMware vSphere, HDS SAN storage and Veeam backup system
- Assist in infrastructure projects, including but not limited to requirement collection, system design, technical evaluation, project implementation, testing, trouble-shooting and cost estimation
- Implement IT projects such as O365 SharePoint and ManageEngine system enhancement
- Provide installation and maintenance services including hardware and software support for users in Hong Kong and Mainland offices, and installation of security patches, servers, 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 and IT security review

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 Microsoft AD, Powershell, O365, Veeam Backup system, security review, network infrastructure, etc.
- Holder of qualifications related to Microsoft (MCSA/MCSE) preferred
- 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 spoken and written English and Chinese, including 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 rmis26918@hkpc.org (quoting the reference number on the subject heading) **on or before 2 January 2019.**

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.