Officer, IT Infrastructure	Post Date : 31 December 2018
Management Information System Unit	Deadline: 15 January 2019
Ref: MIS177/ HKCS/311218	HK Computer Society

Job Duties:

- Provide technical support to network infrastructure including Juniper network switches, Aruba Wi-Fi network, HP/Dell server, SAN Switch & Storage, IP Phone system, VMware Horizon VDI, DNS, DHCP, IP address management and O365 cloud applications such as Sky for Business, and monitor system health status

- Maintain software and hardware inventory in Altiris and SAP inventory system, perform regular system and user inventory check and update records

- Support the implementation of IT projects, e.g. Carbon Black endpoint security system implementation, improvement of inventory management, Windows 10 deployment, requirement collection, system design, planning, technical evaluation, project implementation, testing, trouble-shooting and cost estimation, etc.

- Provide hardware and software installation and maintenance services to users in Hong Kong and Mainland offices

- Provide support to the MIS helpdesk, including document preparation, and mentoring junior staff, etc.

Job Requirements:

- Diploma or Degree from disciplines such as Computer Science, Information System and Software Engineering or equivalent with 2 years' or more relevant working experience

- Solid experience in Juniper network, Aruba Wi-Fi, RADIUS, router, DNS, DHCP, security, Microsoft operating system, managing Altiris inventory records, Hitachi Data Systems storage area network (SAN) and network area storage (NAS)

- Experience in Carbon Black endpoint security system, Windows 10 deployment, capacity planning and cloud computing an advantage

- Good interpersonal and communication skills

- Mature, multi-tasking, and able to work independently and under pressure

- Good command of both written and spoken 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 rmis17718@hkpc.org (quoting the reference number on the subject heading) **on or before 15 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.