

Join Us to Protect Personal Data

In one of the fastest growing industry rendering legal, business, technology and humanities career opportunities, the Privacy Commissioner for Personal Data, Hong Kong (PCPD), being an independent office established to enforce, educate and facilitate compliance with the Personal Data (Privacy) Ordinance, invites high-calibre candidates to join us to rise to the new challenges in protecting and respecting personal data privacy right in the digital age.

Personal Data Officer (Information Technology) **(Two Years Contract - Project Basis)**

Requirements

- a) A good Bachelor's Degree in Computer Science, Computer Engineering, Computer Studies, Information Technology or related discipline from a recognised university in Hong Kong or equivalent; and
- b) A minimum of 8 years of post-qualification hands-on work experience in IT infrastructure (server, database, network and security).

Expectations

- A Level 2 result in the Use of English paper and a Level 2 result in the Use of Chinese paper in the Common Recruitment Examination, or Grade "B" or above in Use of English in the Hong Kong Advanced Level Examination (HKALE), or a minimum overall band score of 7.5 in the International English Language Testing System (IELTS) with the Writing Subtest score not lower than 7; good command of written and spoken Chinese, preferably Grade "B" or above in Chinese Language and Culture or Chinese Language and Literature of the HKALE, or equivalent;
- Experience in the system administration of the following:-
Microsoft Active Directory, Domain Controller, server virtualization (e.g. Hyper-V), Microsoft Windows Server, Microsoft SQL Server, Backup software (e.g. Backup Exec / Veeam), Email (e.g. Microsoft Office 365) and Microsoft Windows 7 Professional / Microsoft Windows 10 Professional etc.;
- Hands-on experience in WiFi, network switches, routers, firewall and Virtual Private Network (VPN) configuration;
- Experience in IT infrastructure revamp project or solution design is preferred;
- Experience in vendor management and procurement (RFQ / RFP handling) of software, hardware and IT services;
- Strong analytical skills with mature personality; ability to work independently and under pressure as well as a good team player;
- Persuasive, versatile, and a good communicator at all levels;
- An organised, meticulous and flexible self-starter, with strong interpersonal skills and ability to multi-task by tight deadlines.

Duties

- To provide hands-on support and execution on the Overhaul IT Infrastructure project;
- To provide input on the related solution design of the infrastructure revamp;
- To prepare and maintain related documentation on the infrastructure revamp work;
- To carry out infrastructure revamp work including but not limited to Microsoft Active Directory re-organization, network security with segmentation and zoning (e.g. Wide Area Network, Local Area Network, Wireless Network etc.), fine-tuning on the firewall rules, remote access control and management, server virtualization, backup & recovery setup, server and database sizing, server room refurbishment etc.;
- To assist in the vendor management and procurement of the related infrastructure revamp work; and
- To perform any other duties as assigned by supervisory officers.

Remuneration Package

The successful candidate will be rewarded with commensurate remuneration package with monthly salary ranging from \$55,705 to \$70,090. He or she will be appointed on contract terms. The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment. In addition to 5-day week, we provide 18 days annual leave, medical and dental benefits, contribution to MPF and 15% gratuity at the end of contract, subject to employment terms and conditions.

Points to Note

Close of Applications:

9 June 2019 (Sunday) at 11:59pm

Application Procedures:

Interested candidates may apply in confidence by 1.) providing a detailed resume, 2.) completing the job application form available on PCPD's website (https://www.pcpd.org.hk/english/about_pcpd/career/career.html), 3.) writing a cover letter of not less than 400 words in English or Chinese, stating the reasons for suitability for the job and send them to the Human Resources Section of the Privacy Commissioner for Personal Data by email (email address: hr@pcpd.org.hk).

*Any required documents missing will not be considered

Applicants who do not hear from us within eight weeks from the date of the close of applications should consider their applications unsuccessful. In accordance with our data retention policy, the personal data of unsuccessful candidates collected for this recruitment exercise will be kept for 6 months from its completion and thereafter destroyed.

All applications will be treated in the strictest confidence. Personal data provided will be used for the recruitment purpose only, and in accordance with the Code of Practice on Human Resource Management, which can be downloaded from PCPD's website.

The PCPD is an Equal Opportunity Employer

www.pcpd.org.hk

