Assistant Manager, IT Operations and User Services	Post Date : 31 October 2019
Management Information System Unit	Deadline: 14 November 2019
Ref: MIS041/HKCS/311019	HKCS

Job Duties:

- To oversee and manage software asset management cycle to ensure software used in HKPC & its subsidiary are properly registered with MIS and improper software will be removed
- Supervise junior staff to manage & review IT maintenance service and software contract to ensure continuation of services supported by external parties as per agreed service level
- Assist Team Managers to conduct DR drill and maintain backup data
- Assist Team Managers to handle production change to ensure operational or system changes are scheduled, recorded and tracked. Issues are thoroughly investigated and responded timely through incident management process

Job Requirements:

- Bachelor Degree from disciplines such as Computer Science or equivalent with 2 years relevant working experience
- Hands-on experience in asset management, IT maintenance service, software contract and preparing IT specification
- Familiar in IT products including Microsoft, PCs, server hardware, IT operations and data backup
- 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.

Applicants should send application, together with a detailed resume, current and expected salary and contact telephone number by email to rmis04119@hkpc.org (quoting the reference number on the subject heading) **on or before 14 November 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.