

Assistant Officer, Application Support	Post Date : 16 September 2020
Management Information System Unit	Deadline: 29 September 2020
Ref: MIS199/HKCS/160920	HKCS

Job Duties:

- Provide technical, report generation and administrative support to IT applications and funding scheme
- Provide production system support, follow up technical issues such as but not limited to account creation and implement programming fixes
- Conduct program testing and ensure that logic and syntax are correct, and program results are accurate
- General system maintenance and support
- Support ad-hoc assignments by supervisor for other IT projects

Job Requirements:

- Diploma, Higher Diploma or Degree from disciplines such as Computer Science, Information System and Software Engineering or equivalent
- Hands on in HTML, JavaScript, PHP, Java, MySQL, MSSQL
- Good interpersonal and communication skills
- Self-motivated, 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

Notes:

This is a Temporary position for a period of 12 months.

Application:

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 rmis19920@hkpc.org (quoting the reference number on the subject heading) **on or before 29 September 2020.**

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.