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Project Manager - Infrastructure, Office Automation, IT Security

Project Nature:

- Enhancement and ongoing support for Office Automation (OA) facilities and Government websites.

Job Description:

- Serve a contract assignment under InfoTech's headcount, full-time second to serve a client with the public sector;
- Support the infrastructure and IT security of the OA facilities and systems;

- Lead a team of in-house IT staff to provide ongoing support and maintenance of Government websites, conduct technical evaluation of OA products, maintain the OA facilities and provide helpdesk services for supporting around 850 internal end users;
- Liaise with relevant internal and external stakeholders including support teams of Government central IT services such as Government Backbone Network (GNET), Government Communication Network (GCN), Internet Access Services (IAS) and Internet Mail Exchange (IMX) Service, for provision of good support services;
- Carry out other duties as assigned by the supervisor.

Requirements:

- Must have solid experience in project management and ongoing support for Government OA infra-structure, IT systems and services;
- Must have support experience in Government OA systems including Lotus Notes email system, Confidential Messaging Application (CMSG) and Departmental Portal (DP) using Departmental Portal Hosting Service (DPHS);
- Must have experience in site preparation for provision of equipment and facilities of Government OA systems;
- Must have solid experience in IT security, website maintenance and provision of helpdesk services to assist users with incident resolution and service request management;
- Must have sound knowledge to conduct technical research and evaluation of OA products;
- Should have good written communication and interpersonal skills;
- Should be hard-working and self-motivated with positive attitude.

Technical Skills:

- At least 5 years' experience in infrastructure;
- At least 5 years' experience in IT security;
- At least 4 years' experience in office automation.

Non-technical Skills:
- At least 4 years' experience in project management;
- At least 1.5 years' work experience with the Government;
- Bachelor's degree/Higher Diploma in Computer Science, IT or equivalent;
- At least 10 years' post-qualification experience in which at least 3 years' relevant experience in a similar post and in a comparable capacity.

Original JD   Application: itcareer@infotech.com.hk   Direct: (852) 2836 0363

Monthly Salary Range: $ 65000 - $73000