



職業安全健康局

Occupational Safety & Health Council

The Occupational Safety & Health Council is a statutory body established for the promotion of higher safety & health standards in Hong Kong. The Council invites applications for the following post:

**IT OFFICER (SYSTEM ADMINISTRATION AND DEVELOPMENT) /  
SYSTEM AND NETWORK ADMINISTRATOR**  
資訊科技主任 (系統管理及開發) / 系統網絡管理員

***Duties:***

- To install, administer and maintain the LAN/WAN/WiFi infrastructure of the Council including internal network, hardware and software, Windows servers, various information systems, and web sites;
- To design and develop information system;
- To assist in the IT security management;
- To maintain social media platforms and mobile apps;
- To provide technical support for online meetings / webinars;
- To provide support to end users, maintain regular backup and user security; and
- Undertake other duties as assigned by the Council.

***Requirements:***

- Applicants for the post of IT Officer (System Administration and Development) should have a recognized degree from a Hong Kong university, or equivalent, in Computer Science, Information Technology or a related discipline, and at least 3 years of relevant working experience;
- Applicants for the post of System and Network Administrator should have a recognized higher diploma, or equivalent, in Computer Science, Information Technology or a related discipline, and at least 3 years of relevant working experience;
- Good knowledge of computer programming and HTML code, computer hardware and networking, software applications on Windows platforms;
- Good working experience in IT users support services, implementation of web-based applications development, social media tools, mobile apps and Microsoft Windows server administration would be a definite advantage.
- Preference will be given to holder of Microsoft certificate in Windows server, infrastructure and data management;
- Possess an analytical mind with good command of both spoken and written Chinese and English; and
- Strong motivation and good interpersonal skill.

The appointee would be required to work at non-office hours and undertake outdoor duties. Successful appointee will be employed on contract terms.

**General Information:**

Applicants should send their application together with a detailed resume **by mail to the General Manager, Occupational Safety and Health Council, 19/F China United Centre, 28 Marble Road, North Point, HK or by email to [hr@oshc.org.hk](mailto:hr@oshc.org.hk) on or before 28 January 2022.** Please mark **Application for "IT OFFICER (SYSTEM ADMINISTRATION AND DEVELOPMENT)/ SYSTEM AND NETWORK ADMINISTRATOR"** on the envelope or in the subject line of the email. Applicants are required to take written test if invited for interview, and those who are not invited for interview within three months from the closing date should consider their applications unsuccessful. All information provided will only be used for recruitment related purpose and will be handled in strict confidence.