

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **PAO YUE-KONG LIBRARY**

### **Post Specification**

#### **Assistant Information Technology Officer (Systems and Digital Services) (two posts)**

(Ref. 22053002-IE)

### **Duties**

Reporting to Senior Assistant Librarian (Systems & Digital Services), the appointees will work with a team of library staff members to develop, implement and maintain library applications and digital service initiatives. They will be required to:

- (a) develop and maintain library digital services and systems;
- (b) assist in designing, evaluating and implementing library applications;
- (c) provide technical support to library users and staff at the Library's Technical Support Desk;
- (d) perform shift duties; and
- (e) perform any other duties as assigned by the University Librarian or her delegates.

### **Qualifications**

Applicants should have:

- (a) a recognised degree or a higher diploma in Computer Science, Information System or a related field;
- (b) relevant working experience in programming and-web application development;
- (c) good knowledge in programming language, web application technologies, such as PHP, Java, Ruby, CSS, Javascript, HTML/XML/XSLT, etc.;
- (d) good interpersonal and customer service skills; and
- (e) a good command of both written and spoken English and Chinese.

### **Remuneration and Conditions of Service**

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

## Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 9 June 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

30 May 2022