

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF BUILDING SERVICES ENGINEERING

Post Specification

Assistant Technical Officer (Ref. 21020207-E)

Duties

The appointee will be required to:

- (a) provide technical support to computer facilities of the Department;
- (b) be responsible for commissioning, maintenance and development of departmental cluster servers, student servers and departmental Internet Web Server;
- (c) provide inventory control support to the Department;
- (d) support, maintain and install all the PC facilities in computer room, staff and research offices;
- (e) obtain quotations for PC hardware/software and multimedia from suppliers, and make qualified recommendation; and
- (f) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should have:

- (a) at least a higher diploma or an equivalent qualification in relevant discipline;
- (b) at least three years' relevant post-qualification experience;
- (c) experience in setting up and maintaining Network and Server. Experience in repairing electronic instruments would be an advantage;
- (d) sound knowledge of PC hardware, O/S and most commonly used applications;
- (e) sound knowledge of AutoCAD and Computational Fluid Dynamics (CFD) software;
- (f) a good command of both written and spoken English and Chinese, with fluency in Putonghua; and
- (g) good communication, teamwork and interpersonal skills.

Preference will be given to those with a recognised degree.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be made 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.

2 February 2021