

THE HONG KONG POLYTECHNIC UNIVERSITY

SERVICE-LEARNING AND LEADERSHIP OFFICE

Post Specification

Technical Officer / Assistant Technical Officer (Ref. 21030303)

[Appointment period: eleven months]

Duties

The appointee will be required to:

- (a) provide day-to-day technical support / troubleshooting services on administrative systems, network systems, software, hardware and audio-visual systems;
- (b) assist in developing office websites and various web-based systems to support the development of service-learning and leadership;
- (c) develop and maintain eLearning modules and databases;
- (d) carry out technical support to meetings and activities, such as video conferencing and live streaming; and
- (e) perform any other duties as assigned by the Head of Office or her delegates.

The appointee may be required to work on irregular hours, including Saturdays, Sundays and public holidays.

Qualifications

Applicants should:

- (a) have a recognised degree in Computing, Computer Science, Information Technology, Electronic and Information Engineering or a related discipline with at least five years' relevant post-qualification working experience;
- (b) have demonstrated experience in web-based development and using CMS system (e.g. Joomla, WordPress);
- (c) have hands-on experience in web programming and database management;
- (d) possess good organizational skills and problem solving ability; and
- (e) have good communication and interpersonal skills.

Applicants with less experience will be considered for the post of Assistant Technical Officer. Preference will be given to those with knowledge of PowerBI.

Shortlisted candidates may be invited to sit for a written test.

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

3 March 2021