

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body. Its main role is to conduct the Hong Kong Diploma of Secondary Education Examination (HKDSE). It also administers other assessment projects and examinations leading to academic, professional or practical qualifications on behalf of international examining bodies and local professional bodies. Applications are now invited for the following post:

Manager – Information Technology (Infrastructure)

(Ref: IT/06/892)

Duties: Reporting to the Senior Manager – Information Technology, the appointee is responsible for the IT infrastructure and facilities of the Authority, including data centres, telecommunication and network equipment, servers and storage solutions, as well as the central IT operations services. The jobholder is required to:

- (1) Carry out IT infrastructure and facility design and implementation;
- (2) Provide operations and maintenance of the assigned IT resources including data centre facilities, hardware, operating systems, web platform, databases, networks infrastructures, computer systems, storage, and back-end IT operations systems to accommodate the needs of various IT applications;
- (3) Establish policy and methodology for information security related to the IT infrastructure;
- (4) Setup IT guidelines and procedures in relevant areas and coordinate team resources;
- (5) Supervise operation team to ensure non-stop running of IT systems of the Authority located in data centres, align with professional standards such as ISO9000 on quality management, ISO27001 on information security management, and ISO20000 on IT service management;
- (6) Support the IT management team to accomplishing the goals as specified in the Authority's key result areas.

Requirements:

- (a) A Bachelor's degree in Information Technology, Computer Science or related disciplines;
- (b) At least 8 years' work experience and 3 years' IT management experience in one or more of the following areas:
 - network/system management
 - computer storage and data management
 - data centre operations management
 - centralised IT operation support and management
- (c) Technically certified in related IT operations, solutions or products (e.g. CCNP, JNCIP, SolarWinds CP, VCP, MCSE, MCSA, RHCAS, CompTIA Server+/Network+, CDCP, etc.) is preferred;
- (d) Professional knowledge in different governance standards (e.g. ISO9000, ISO20000, ISO27001, ISO22301, etc.);
- (e) Proven ability in project management, vendor/contract management;
- (f) Self-initiative with strong analytical, problem-solving, people and communication skills; and
- (g) Good command of spoken and written English and Chinese.

Candidates with less working experience may be considered as Senior Officer.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 8 July 2022

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Manager - Human Resources, by quoting the position applied and reference number via email at itd-recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 10 weeks from the application review date should consider their applications unsuccessful.

The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website (www.hkeaa.edu.hk).