Senior IT Administration Executive

Duties

- To supervise the overall IT operations and technical supporting services on servers, PC, network and backend systems of the College and its affiliated primary school
- To assist and provide inputs to the IT Team in developing plans for IT development in school administration, learning and teaching
- To prepare project planning, support documentation and execution
- To act as a key IT liaison person for any IT related projects
- To take on any ad hoc IT projects assigned by IT Team

Requirements

- A recognized degree with major in Computer Science, Information Technology or relevant disciplines; or equivalent qualifications in hardware, networking and programming
- Minimum 3 years managerial experience in IT system & network administration and project management, preferably with a good understanding of the IT applications in education sector
- Ability to assume a technical / consultant role to support the IT Team
- Self-driven and able to work independently
- Strong verbal and written communication skills in English and Chinese

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary to: **adminoffice@spcc.edu.hk** or by post to **Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.**

Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo a Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)