1. **IT Technician**

   **Responsibilities:**
   - To provide daily help-desk and technical support to the school end users on computer hardware, software and any other related systems
   - To prepare IT/AV equipment for school events and activities
   - To control and update hardware/software inventory
   - To assist video recording, photo taking and editing
   - To assist any ad hoc IT-related duties and projects assigned by IT Team

   **Requirements:**
   - Diploma or Degree with major in Computing / Programming / Web or related disciplines
   - Minimum 1-2 years of solid experience in user support
   - Knowledge of Windows XP/7/8.1/10 OS Platform
   - Knowledge of Microsoft Office (Word/Excel/PowerPoint) and Anti-Virus
   - Knowledge of AD/DNS/DHCP/TCP/IP
   - Good team player with good problem-solving and interpersonal skills
   - Good verbal and written communication skills in English and Chinese

   *** Fresh graduate and applicant with less experience will also be considered ***

2. **IT Officer**

   **Responsibilities:**
   - Including all duties of IT Technician
   - To maintain the Server, Network and Wi-Fi equipment as well as all kinds of troubleshooting
   - To maintain the School Website and eClass system
   - To monitor the data backup tasks
   - To update IT documentation and Network Diagram
   - To prepare internal training materials and guideline for teachers and staffs

   **Requirements:**
   - Including all requirements for IT Technician
   - Minimum 2-3 years of IT-related working experience
   - Sound knowledge of Windows 2003/2008/2012 Server and Linux Server
   - Sound knowledge of AD/DNS/DHCP/TCP/IP, Group Policy, Windows Azure Active Directory Sync, PowerShell, Quota Management, File Sharing Access Right Control
   - Sound knowledge of web programming such as ASP, PHP, JavaScript, Dreamweaver/HTML
   - Experience on Networking Equipment such as Firewall, Router, Switch and Access Point Controller
   - Experience on VMware vSphere Environment Management
   - Experience on Backup Solutions such as Ahsay, ArcServe or Backup Exec
Experience on School eLearning Project, Tablet Management and Apps Creation would be an added advantage

Experience on Microsoft Office365 and SharePoint or Google Apps for Education would be an added advantage

Experience on operating school’s CampusTV Broadcasting System, AV systems, CCTV systems, Door Access Control System, Printing Management System would be an added advantage

Experience on monitoring and managing eClass Platform or xClass System would be an added advantage

*** Applicant with less experience will also be considered as Assistant IT Officer ***

Applicants are invited to apply by emailing an application letter together with resume showing current and expected salary to: adminoffice@spcc.eduhk or by post to Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong. Please specify the post you apply for on the envelope. Candidate will be required to undergo Sexual Conviction Record Check (SCRC).

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