HONG KONG SHUE YAN UNIVERSITY
COMPUTING SERVICES CENTRE

Vacancies: System Administrator (at the rank of Assistant IT Officer/IT Officer)

Responsibilities:
- Under the IT Infrastructure section to provide the installation, management, and monitoring and maintenance of system servers and storage systems, both on-premise and on the Cloud;
- Manage servers by conducting regular system upgrades and ensure all server system security measures are up to date;
- Respond to system and/or security vulnerabilities;
- Responsible for disaster recovery planning and incident response;
- Conduct systematic audits to evaluate the effectiveness and reliability of systems and security measures;
- Develop and maintain server system infrastructure diagrams, server manifests, and operational guides;
- Assist in generating reports to support operational needs and management decision making; and
- Perform other tasks as assigned.

Requirements:
- Holder of a Higher Diploma or Degree holder in Computer Science, Information Technology, or a related discipline;
- Minimum 3 years of relevant experience in operations and maintenance tasks related to system administration and cyber security implementation;
- Ability to work as a team player and self-motivated, with the capability to work independently and respond promptly to service and security incidents;
- Possession of RHCE/LPI/MCSE is an advantage;
- Familiarity with best practices for system security and data protection;
- Experience in server system analysis design and implementation;
- Knowledge of unit test framework and/or writing automated test is an advantage;
- Strong analytical and troubleshooting skills;
- Good command of spoken and written English and Chinese.

Candidate with more experience will be considered as Assistant IT Manager.

The appointment is contract-based and renewable upon mutual agreement. Applicants should apply by sending a completed application form, resume and Cover Letter Mr Cyrus Chan via email to cscjob@hksyu.edu.

Only shortlisted candidates will be contacted. Personal data received will be used for recruitment purposes only. Applications will receive full consideration until the positions are filled.

Deadline: The posts are open until filled.

Personal data collected will be used for recruitment purposes only.