

**HONG KONG SHUE YAN UNIVERSITY
COMPUTING SERVICES CENTRE**

Senior IT Officer (IT Applications)

Hong Kong Shue Yan University is inviting applications for the position of Senior IT Officer (IT Applications) on a full-time basis.

Responsibilities:

- Managing the design, development, implementation, and maintenance of IT applications using various tools and technologies;
- Gather and analyses user requirements, conduct data collection, evaluation tasks and analysis for supporting the development of the system development projects;
- Preparing functional specifications, technical specifications, technical proposals, and manage the tendering process;
- Collaborate closely with IT team members, other departments, as well as stakeholders inside and outside the university to ensure that projects are completed on time, within budget, and meet requirements;
- Prepare project related files, records, budget plans, progress reports, and other working documents;
- Perform internal testing, integration testing and user acceptance testing; handle and follow up on application system issues;
- Provide administrative and secretarial support for the projects;
- Provide application support to staff and students;
- Provide technical and system documentation, user manuals and deliver training sessions;
- Perform other tasks as assigned.

Requirements:

- A good honours degree with at least 5 years of working experience;
- Experience in project management is an advantage;
- Experience in application development is an advantage;
- Excellent organization and interpersonal skills;
- Self-motivated, responsible, passionate team player with the ability to work independently and efficiently;
- Good command of spoken and written Chinese and English.

Candidates with more experience will be considered as Assistant IT Manager or 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 to Hong Kong Shue Yan University Computing Services Centre via email at 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.