

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.