

HONG KONG SHUE YAN UNIVERSITY

Vacancies: IT Manager/Senior IT officer (Registry)

Major Responsibilities:

- To plan, design, implement, evaluate, and manage IT projects to streamline operational process
- Analyze user requirements, prepare documentations on functional and technical specifications
- To provide project management support, liaison with the users and other departments, to analyze and design/reengineering the workflows and process.
- Work with outsourced system developers to ensure the project progress is on track and meets the specifications and user requirements
- Perform/plan the development of in-house applications
- To assist in generating reports to support the operational needs and for management decision making;
- To provide IT support to the Registry and the University Admission Office
- To undertake any other duties as assigned

Requirements:

- Bachelor's degree or equivalent;
- At least 5 years' post-qualification full time relevant IT working experience;
- Experience in system analysis design and implementation;
- Experience in managing mid to large scale projects is advantage;
- With recognized Project Management qualification is an advantage.
- Knowledge in Delphi, Crystal report, Java, Tomcat, PHP, MySQL, javascript is an advantage;
- Proficiency in computing applications;
- Good communication and written skills in English and Chinese.

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with expected salary to the Assistant Vice President

(Registry) at reg_recruit@hksyu.edu

Application form can be obtained at:

http://www.hksyu.edu/Info/current_vacancies.html#administrative

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.