IT Officer

Jao Tsung-I Academy (JTIA), an NGO located at the former Lai Chi Kok Hospital, is a historic compound revitalized as a cultural hub that promotes Chinese culture, facilitates cultural exchanges, and contributes to the society at large. Facilities including Heritage Lodge, The Gallery, Heritage Hall, multi-purpose halls, classrooms, Theatre, Resource Centre and Restaurant, were officially opened in June 2014. We are now seeking a high caliber candidate to join us as IT officer.

Responsibility
- Perform day-to-day hardware/software, server and network equipment installation, maintenance and administration
- Perform system administration including VPN System, LAN/WAN, firewall, switch, router and access point
- Perform any ad-hoc duties assigned by IT manager

Requirement
- Tertiary education or above
- Minimum 1 years' experience in windows server management and IT Infrastructure, preferably in NGO, hospitality or related industry
- Familiar with FTP, VPN, VLAN is a plus
- Experience working with H3C, Juniper & Ruckus network equipment administration is preferable
- Must be responsible, well organized and possess strong troubleshooting skills
- Good command of spoken and written English and Chinese
- Immediate available would be advantage

Salary will be commensurate with qualifications and experience. Interested parties should send a detailed resume with expected salary, together with a covering letter to recruit@jtia.hk. (Please quote the job reference number on your cover letter and resume.)

All information collected will be used for the purpose of recruitment only.

(Suggested)

IT Officer

Responsibility
- Perform day-to-day hardware/software, server and network equipment installation, maintenance and administration
- Perform system administration including VPN System, LAN/WAN, firewall, switch, router and access point
- Web site maintenance and administration
- Develop and maintain in-house applications
- To undertake projects and assignment from time to time as directed by Supervisor

Requirement
- Tertiary education or above in computer Science or relevant discipline
- Minimum 1 years' experience in windows server management and IT Infrastructure, preferably in NGO, hospitality or related industry
- Familiar with FTP, VPN, VLAN is a plus
- Experience working with H3C, Juniper & Ruckus network equipment administration is preferable
- Preferably with experience in HTML, PHP, JavaScript, SQL, etc
- Responsible, well organized and possess strong troubleshooting skills
- Good interpersonal and communication skills
- Immediate available would be advantage