



The MANAGEMENT COMPANY OF OLYMPIC HOUSE LIMITED (MCOHL), the affiliated company controlled by the Sports Federation & Olympic Committee of Hong Kong, China, aim to manage the office space of the local National Sports Associations and provide the assembly facility and I.T. service support at the Olympic House (OH). We are now looking for the right candidate to fill up the post of **Assistant Manager (I.T.)** [Ref. AM(IT)] on contract basis, which is renewable subject to the prevailing condition.

### **Duties**

The AM(IT) will mainly be responsible to:

- (i) To prepare and deploy I.T. policies and operation procedures;
- (ii) To prepare and monitor I.T. budget plan;
- (iii) To monitor the operations of network and devices including routers, switches, backups, firewalls, intrusion detection and network traffic, etc;
- (iv) To implement general security control, access control, review and security scanning;
- (v) To provide and implement security, risk assessment to the existing equipment, systems and networks services;
- (vi) To manage I.T. infrastructure with standards set;
- (vii) To perform routine network administration, trouble-shooting, system administration and configuration;
- (viii) To supervise the performance of I.T. Support Officer and I.T. vendors; and
- (ix) To perform any other duties as assigned by the seniors.

### **Requirements**

Applicants should:

- (i) A recognized university degree, with Information Technology, Computer Science or related disciplines;
- (ii) At least 5 years of working experience in network administration and 2 years in management level of I.T. infrastructure;
- (iii) Strong experience in server, storage, network and project implementation;
- (iv) Possess knowledge of I.T. security management;
- (v) Possess knowledge of Windows Server, VMware, Firewall configuration, Wireless network, PC hardware & software, MS office, etc;
- (vi) Strong skills in Desktops, Workstations, Notebooks and Printers;
- (vii) Good command of both written and spoken English and Chinese; and
- (viii) Be self-motivated, ability to work independently, good communication and supervisory skills.

All short-listed applicants will be invited to attend a written test.

### **Remuneration**

Successful candidate will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

### **Application**

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before 12 October 2020. Please mark [Ref. AM(IT)] on the envelope.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.