Library Assistant II (Ref: LAII/LIB/0310)
Library (Media & IT Systems Services Section)

The appointee will perform duties relating to IT systems services in the Mong Man Wai Library at the Tai Po campus. He/She is required to provide support in the hardware and software installation and trouble-shooting; assist in the administration and maintenance of the integrated library system; support in the development of library automation and in-house application development; serve as an asset administrator in managing the inventory of computing equipments in the Library; and provide counter service at the Media & IT Systems Service Section on a shift basis, including evenings, weekends and public holidays.

Applicants should obtain Grade E (Level 2) or above in at least 5 subjects including Chinese, English (Syllabus B) and Mathematics in the Hong Kong Certificate of Education Examination or equivalent. He/She should possess hands-on experience in the installation of PC hardware and software, Linux OS and Windows-based OS; good knowledge in computer programming, such as PERL, PHP, JAVA and MySQL; good knowledge in library standards, such as MARC, Dublin Core; and INNOPAC system. Good command of oral and written English and Chinese is desirable.

Salary will be commensurate with the qualifications and experience.

Initial appointment will be made on a fixed-term gratuity-bearing contract. Fringe benefits include leave, medical and dental benefits.

Application forms can be obtained from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed application form, together with full curriculum vitae, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 20 March 2010. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk

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