

Computer Operator (Ref: 2201317) Office of the Chief Information Officer

The Office of the Chief Information Officer (OCIO) has a vision to be a world-class provider of information and communications technology services and solutions to support and enhance teaching, learning, research and administration of the University.

The OCIO provides quality services to support all central information systems in support of teaching, learning, research and administration. It places emphasis on staff's career/professional development. The Office is looking for quality professionals to fill the vacancy of Computer Operator.

The appointee will be responsible for providing hardware and software support for the computer users, supporting and maintaining the central computer laboratories as well as providing IT Help Desk counter and hotline support. He / She is also responsible for assisting in preparation of documents such as user guides, printing smartcards for staff and students, and supporting computing/audio-visual facilities of the University. Shift duties are required.

Applicants should have Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in at least 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent; and a certificate or diploma in IT or related disciplines with at least 1 year of working experience in IT user support. They should be user-oriented with good communication skills and have good knowledge in audio-visual equipment, PCs, Microsoft software, web page editing (HTML), Zoom video conference tools, graphic and video editing software. Experience in supporting Macintosh system will be an advantage.

Applicants who have responded to the previous advertisement of the same position (Ref: 2201004) are being considered and need not re-apply.

Salary will be commensurate with qualifications and experience.

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

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **16 December 2022**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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