

Computer Operator (Classroom Services) (Ref: 2300041) Office of the Chief Information Officer

The Office of the Chief Information Officer (<https://www.eduhk.hk/ocio>) provides quality services to support all central information systems in support of teaching, learning, research and administration and places emphasis on staff's career/professional development. The Office is looking for quality professionals to fill the post.

The appointee will be responsible for handling classroom hotline; supporting daily learning and teaching activities in teaching venues as well as providing support to various events in regards to audio-visual (AV) infrastructure and operation. He/She is also responsible for maintaining the AV infrastructure and resources 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 / Electronic Engineering or related fields with at least 1 year of relevant full-time working experience in the support of Audio/Visual equipment, PC software and hardware, and networking technologies. They should be service-oriented with good interpersonal and communication skills and able to work under pressure. Knowledge in AV hardware and software for broadcast, live sound and lighting would be an advantage.

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 **27 January 2023**. 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/jobsoff/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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