

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.

School of Professional Education
and Executive Development
專業進修學院**SPEED** 

The College now invites applications for the following post:

CPCE Libraries**Assistant Information Technology Officer (Ref. 240308-02)****Duties**

The appointee will be required to:

- (a) participate in the deployment of in-house web applications and webservices;
- (b) enhance and support the existing library information systems, applications and databases;
- (c) carry out system testing, data migration, documentation and user training;
- (d) explore new technologies applicable to new features, and
- (e) perform any other duties as assigned.

The appointee may be required to work on shift duties in evenings, weekends and on public holidays on either the PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

Qualifications

Applicants should have:

- (a) a recognized degree in Information Technology, Computing Studies or a related discipline;
- (b) at least two years of relevant post-qualification work experience;
- (c) hands-on experience in .NET, PHP, Angular, MySQL, JavaScript, XML, and the tools for web developments;
- (d) hands-on experience in server administration of Linux operation system and VMWare;
- (e) practical experience in provision of support services to users;
- (f) high proficiency in both written and spoken English and Chinese, and
- (g) good multi-tasking, interpersonal and communication skills.

Possession of knowledge and experience of INNOPAC Millennium system and discovery services will be advantageous. Preference will be given to those with knowledge of academic library operations.

Shortlisted candidates may be invited to sit for a written test.

Conditions of Service

An attractive remuneration package will be offered. Initial appointment will be made on a two-year contract. Re-engagement thereafter is subject to mutual agreement.

Application

Please complete the job application form which is available on http://www.cpce-polyu.edu.hk/chro/app_form/ and send it to the Human Resources Office, College of Professional and Continuing Education via email huoffice@cpce-polyu.edu.hk. Applicants who wish to provide separate curriculum vitae, they should still complete the job application form to facilitate the recruitment process. Consideration of applications will commence on 22 March 2024 until the positions are filled.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

March 2024