

We are a Catholic multi-service social welfare agency. Applications are invited for the following vacancy:

Unit: Caritas Family Service Head Office
明愛家庭服務總辦事處

Post: Information Technology Officer II (Code: FS-ITO-WW)
二級資訊科技主任 (編號：FS-ITO-WW)

Requirements:

- Have met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSE or HECEE, or equivalent;
- Familiar with information technology and the use of social media, such as Facebook, Instagram and YouTube;
- Having relevant working experience in Information & Communications Technology is preferred;
- Self-motivated, independent, innovative and committed

Duties:

- To ensure the availability, performance and security of IT systems and applications;
- To perform systems, network, communications and data base management and administration;
- To prepare tender specifications and advise on the selection of computer hardware and software as required;
- To co-ordinate repairs and preventive maintenance of hardware and systems software;
- To assist administrative operation in office;
- To carry out other duties as assigned by supervisors

Contract Period: 1-year renewable contract

Salary: \$21,500 to \$25,815 per month (MPS Pt.7 to Pt.10, commensurate with working experience)

Working hour: 39 net hours in 5 working days per week

Location: Central

Application letter quoting the job reference code with resume and contact telephone number should be sent to **Head of Family Service, Room 137 Caritas House, 2 Caine Road, Hong Kong** or email to **fshr@caritassws.org.hk** by **15 May 2024**. Applicants not invited for interview before **29 May 2024** may assume their applications unsuccessful.

(Successful candidates must consent to undergoing the sexual conviction record check. The personal data of applicants will be used strictly and exclusively for recruitment-related purpose.)