

Kwun Tong Methodist Social Service is seeking high calibre candidate for the following post:

IT Officer

Responsibilities:

- To assist in preparing, monitor and implement ICT and related policies, procedures and user guides
- Responsible for computer hardware / software installation and troubleshooting
- Provides technical support on all IT aspects including server, networking, firewall, website, hardware and software

Requirements:

- Diploma holder in Computer Science, Information Technology or related discipline
- Solid experience in hardware & software installation, and network maintenance is preferable
- Familiar with common PC software, Windows, MS Office & AntiVirus
- Independent and good communication skills
- Relevant experience in NGOs will be advantageous

Interested parties please send an application letter with full CV and expected salary to ktmss@ktmss.org.hk OR mail to Assistant General Secretary, Flat A, 6/F., Takad Centre, 135 Wai Yip Street, Kwun Tong on or before 28 May 2021. Please quote the ref. No.:“cad-ITO2101” on the envelope.

(Data collected will be used for recruitment purpose only)