

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

IT Officer

Responsibilities:

- Assist in preparing, monitoring and implementing ICT and related policies, procedures and user guides
- Responsible for computer and mobile device hardware / software installation and troubleshooting
- Provide technical support on all IT aspects including IT security, servers, networking, firewalls, websites, hardware and software

Requirements:

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

Interested parties please send an application letter with full CV and expected salary to recruitment@ktmss.org.hk OR mail to General Secretary, Flat A, 6/F., Takad Centre, 135 Wai Yip Street, Kwun Tong on or before 12 January 2025. Please quote the ref. No.: “cad-ITO2401” on the envelope.

(Data collected will be used for recruitment purpose only)