

Technician (Classroom Services) (Ref: 2400818) 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 the classroom hotline, supporting daily learning and teaching activities in teaching venues as well as providing support to various events in regard to audio-visual infrastructure and operation. He / She is also responsible for maintaining the audio-visual infrastructure and resources of the University, handling project tendering and implementation and other procurement of audio-visual resources. Shift duty is required.

Applicants should have a recognized Bachelor's degree in Information Technology / Electronic Engineering or related disciplines with preferably three years of relevant full-time post-qualification working experience in the support of audio-visual equipment, PC software and hardware and networking technologies. They should be proficient in both English and Chinese, able to handle multiple tasks simultaneously and work proactively, independently and with good team work. They should be service-oriented with good interpersonal and communication skills and able to work under pressure. Prior experience in tendering and good knowledge of audio-visual 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. Re-appointment thereafter will be subject to satisfactory performance and mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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. **Review of applications will start from 12 August 2024, and will continue until the post is filled.** 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/jobsopp/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.

Further information about the University is available at <http://www.eduhk.hk>.

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