

HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine (“HKAM”) was established by the HKAM Ordinance (Cap 419) in 1993. HKAM is an independent institution with statutory power to organize, monitor, assess and accredit all medical and dental specialist training in Hong Kong. It also provides and accredits continuing medical education and continuous professional development for the purpose of specialist registration. The Academy now recruits the following staff.

Assistant Manager (IT Infrastructure & Support Services)

(Monthly Salary : MPS 9 - 17 ; \$22,725 - \$35,040)

Major Responsibilities:

- To perform system configuration and optimization to ensure operation stability and efficiency of IT system and networks
- To monitor backup operations and ensure data security
- To diagnose and troubleshoot problems on wide range of hardware and software, work with the technical team to deliver high quality IT services
- To work with the technical team and IT vendors on development of solutions and enhancing the operation and service quality
- To keep an accurate inventory list on hardware, software, licenses and IT-related equipment
- To build up configuration database for various systems
- To perform any other duties as the Academy may determine to be relevant to the post

Requirements:

- Tertiary education or above in Information Technology, Computer Science or a related discipline, with a minimum of five years’ experience in system administration and end user support
- Solid experience in MS Windows server, Linux server, VMWare, PC and server backup solution, enterprise network (LAN/WAN/Firewall/VPN/WiFi), Office 365, Azure, end point protection solutions and familiar with security best practices
- Exposure in MS Teams, Google Workspace, GCP and AWS, IP telephony system, door access system, video conferencing and AV system, structured cabling will be an advantage
- Certificate holder in relevant area(s) will be an advantage
- Strong problem solving and analytical skills
- Good knowledge in IT trends and technologies
- Good interpersonal skill and team player. Able to work independently
- Good command of Cantonese, English and Putonghua essential
- Appointee will be required to work occasionally on evenings, Saturdays, Sundays and Public Holidays

Starting salary will commensurate with qualification and experience of the successful candidate. To apply for the post, please send a detailed resume, current / expected salary, and contact email / telephone number to the following address or by email to hr@hkam.org.hk. Review of applications will commence after **3 January 2022**.

Chief Executive Officer
Hong Kong Academy of Medicine
99 Wong Chuk Hang Road
Aberdeen, Hong Kong

(Please mark “AM (IT)” on the envelope)

Information provided by applicants will only be used for recruitment related purposes and will be handled in confidence by authorized personnel. All personal data of unsuccessful candidates will be destroyed after six months from the date of application.