

THE HONG KONG RESEARCH INSTITUTE OF TEXTILES AND APPAREL

Information Technology Officer (Ref. No.: HKRITA-ITO-03/21)

Reporting to the ERP Analyst and Assistant Information Technology Manager, the appointee will be required to (a) provide on-going support and maintenance of IT applications, servers and networks to ensure service stability and availability; (b) handle IT service requests and ensure a good quality of deliverables to fulfill business needs; (c) maintain inventory record of IT equipment, hardware and software applications; (d) assist in setting up and administration of IT infrastructure including networks, servers and security systems; (e) assist in formulation and implementation of IT policies, guidelines, operation procedures and other IT related documentations; and (f) perform any other duties as assigned. The appointee will be required to work in different satellite offices.

Applicants should (a) have a recognized degree in Computer Science, Information Technology or a related discipline; (b) have at least three years' of relevant experience; (c) preferably with experience in managing Microsoft platform servers, virtualization environments and server applications such as MS AD, MS Exchange, Veeam, ESXi vSphere and FortiGate firewall; (d) be able to work independently under tight schedule and meet deadlines; (e) have strong interpersonal, communication and organizational skills; and (f) have a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage.

Applicants with less qualification will be considered for the position of Assistant Information Technology Officer.

Applicants should state their current and expected salary in the application. Salary offered will be commensurate with qualifications and experience. An initial 2-year contract will be offered to the successful candidate of the post. Re-engagement thereafter is subject to mutual agreement.

Applicants are invited to send detailed curriculum vitae in strict confidence to **Human Resources Manager, The Hong Kong Research Institute of Textiles and Apparel, R906-8, Shirley Chan Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon.** (E-mail: recruit@hkrita.com). **Recruitment will continue until the position is filled.** HKRITA reserves the right to consider late applications and nominations, and to fill or not to fill the positions. Personal data provided by applicants will be used for recruitment and other employment-related purpose. Details of the Personal Information Collection Statement for recruitment can be found at <http://www.hkrita.com/en-us/jobs/index>.

**Please mark "PRIVATE & CONFIDENTIAL" and quote the position applied for and its reference number on the envelope.*

12 March 2021