



Gratia Christian College is registered under the Post Secondary Colleges Ordinance (Cap. 320) and has started offering degree programmes since 2015. Currently, Gratia is offering 4 full-time bachelor honours degree programmes, an advanced diploma programme (at QF Level 5 status), 5 higher diploma programmes, a professional diploma programme (at QF Level 4 status), and another at diploma level, with the vision of becoming a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.

The College now seeks to recruit suitable candidates for the following position:

## **IT Officer**

### **Requirements:**

- a) obtain a recognised diploma or above in disciplines related to Information Technology, Information System, Computer Sciences, Electronics Engineering or related subjects;
- b) be proficient in programming for in-house developments and providing user support;
- c) be equipped with good, up-to-date practical knowledge of popular computer languages;
- d) be skilled at administering Linux, Windows, and Mac Operating System;
- e) be versed in maintaining computer servers; and
- f) communicate effectively with relevant internal and external parties.

*[Applications from fresh graduates are welcome as long as proof of relevant knowledge/experience is given.]*

### **Responsibilities:**

- a) Assist the Director of Information Technology in providing onsite support in the areas such as programming, network installation and maintenance, server administration, end-user support, etc;
- b) Support the maintenance and update of the College's website for the College's promotion;
- c) Liaise with the College's internal stakeholders for meeting the College's internal IT needs;
- d) Coach junior team members in offering the above services;
- e) Perform shift duties as and when required; and
- f) Discharge other related duties as assigned by supervisors.

### **Applications:**

Please apply in writing with full resume and copies of academic qualifications, indicating date of availability, latest and expected salaries. Applications should reach the Human Resources Office, Gratia Christian College, 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong, or by email to [hr@gratia.edu.hk](mailto:hr@gratia.edu.hk) on or before 8 November 2024. Shortlisting and interview may be arranged

before the application deadline should suitable potential candidates be identified. For enquiries, please call at 5804 4149.

*Personal data collected will be used for recruitment-related purposes only.*