



LEGISLATIVE COUNCIL SECRETARIAT

Information Technology Officer

The Legislative Council Secretariat (“the Secretariat”) is looking for high calibre individuals for appointment as Information Technology Officer in its Information Technology Office of the Administration Division. Under the supervision of The Legislative Council Commission, the Secretariat’s mission is to provide efficient and professional secretariat, research and administrative support for the Legislative Council (“LegCo”), enhance community understanding of the activities of LegCo and ensure an effective avenue for redressing grievances of members of the public.

Main duties

The main duties of an Information Technology Officer include:

- (a) managing the daily operation of and helpdesk support for various information systems and electronic systems including network infrastructure, IT security systems, email system, file and print systems and computer workstations;
- (b) carrying out information system development with tasks including system analysis, design, implementation, integration, deployment, testing, procurement, technology research, documentation and user training;
- (c) assisting in the preparation of funding and budget proposals;
- (d) maintaining information systems and electronic systems; and
- (e) monitoring the quality of services and the performance of vendors of products and services.

Entry requirements

Candidates should:

- (a) have a recognized university degree in electronic engineering/computer engineering/computer science, or equivalent;
- (b) have at least six years’ relevant and hands-on work experience in planning, design, implementation, installation, integration, testing, maintenance, operation and technical support of electronic systems/information systems; ^{Note 1}
- (c) have an excellent command of written and spoken Chinese and English;

Note 1 For example, Huawei / H3C / Cisco / Fortinet firewalls and switches, Microsoft Windows Server 2019/2022 and Microsoft SQL Servers 2019/2022 databases.

- (d) possess very strong analytical, communication, negotiation and supervisory skills, and be able to lead junior team members to deliver timely and quality services for operating/maintaining electronic systems/information systems; and
- (e) be willing to work beyond normal office hours or on holidays when needed.

Preference will be given to those who possess the following information technology professional certifications: CCNA/CCNP/CCIE, HCSA/HCSP/HCSE, H3CNE/H3CSE/H3CIE and Microsoft 365/Microsoft Azure.

The Secretariat may devise further criteria to shortlist applicants.

Remuneration

The starting salary is \$62,895 per month, increasing by five annual increments to \$79,135. There is also a monthly cash allowance for the rank of Information Technology Officer (the current rate is \$1,190 per month). The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

Application

The Secretariat only accepts online applications for the above position. Applicants should apply online at <https://www.legco.gov.hk/en/about-legco/career-opportunities.html> on or before 2 July 2024. ^{Note 2} Shortlisted applicants will be notified by email or by phone. All personal data provided will be treated in strict confidence. Applicants not invited for interview within eight weeks from the closing date may assume their applications unsuccessful.

As an equal opportunities employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Secretariat. The post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, gender, marital status, pregnancy, age, family status, sexual orientation and race.

^{Note 2} Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.