



和富慈善基金李宗德小學

W F JOSEPH LEE PRIMARY SCHOOL

To meet the needs of continuous development, **W F Joseph Lee Primary School** is in search of a dedicated professional to provide timely, professional and comprehensive support to school.

**Senior IT Officer (Applications) /IT Officer (Applications)**

**Responsibilities:**

- Perform requirement analysis and recommend automation solution to improve operational efficiency
- Develop/modify application programmes to cope with user requirements
- Conduct applications tests, including system integration test and user acceptance test
- Provide applications support, including user inquiry handling and problem solving
- Understand and apply industry best practices, security standards and market trends
- Assist in managing school servers, WebSAMS, Octopus system, School Campus TV, CCTV system, video-audio system and IT infrastructure
- Support daily IT operations and resolve related issues
- Assist in ICT/CoolThink lessons for technical support
- Perform other duties as assigned

**Requirements:**

- Bachelor Degree or above in Computer Science, Information Technology or related discipline
- At least 5 years related working experience. Experience in school is a bonus
- Experience in programming, web application development and cloud technology
- Familiar with Windows OS (both desktop and server versions), system and network administration would be an advantage
- Possessing certificate of Microsoft Certified Professional and Microsoft Certified Systems Engineer would be an advantage
- Candidate with less experience will be considered as IT Officer (Applications)

Interested parties may apply with resume, stating expected salary and availability, to the **Human Resources Department** by email to [recruitment@web.wfjpls.edu.hk](mailto:recruitment@web.wfjpls.edu.hk) and mark "Application for the Post of Senior IT Officer (Applications)/ IT Officer (Applications)" in the email title.

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC) and comply with all EDB guidelines, including the vaccination or testing requirements.

Personal data collected will be kept in strict confidence and used for employment-related purpose only.