



## IT Manager

### Job Duties

- Manage all aspects of the IT infrastructure including hardware, software, networks and systems for both Hong Kong Arts Centre and Hong Kong Art School.
- Provide technical support services and troubleshooting for hardware, software and network issues.
- Responsible for the operations and services in IT system and network infrastructure, IT security, email, assets management and other related areas.
- Monitor and maintain the network infrastructure, including routers, switches, firewalls, and wireless access points.
- Assist to develop, review and implement IT policies, regulations and procedures.
- Stay up-to-date with industry trends and emerging technologies and recommend solutions that align with HKAC's objectives and budget.
- Manage and coordinate with outsourcing partners if needed.
- Assist to prepare and manage the IT budget and optimizing costs.

### Job Requirements

- Degree holder in Computer Science or related disciplines.
- Experience in school operations is an added advantage.
- Proficient in infrastructure including Windows OS, network equipment (LAN/WAN,VPN/Firewall), cloud-based solutions, security administration, storage backup technologies, Microsoft 365, Active Directory, SharePoint, Windows and Linux system administration.
- Excellent problem-solving and communication skills.
- Self-motivated, independent and able to work under pressure.
- Good command of both written and spoken English and Chinese.

Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email [hr@hkac.org.hk](mailto:hr@hkac.org.hk). Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.