



ICT Manager

JOB PURPOSE: Work with Line Manager on the strategic planning, development and support of all network infrastructure, database and applications for teaching and learning as well as the administrative processes of the school. This is a key role in leading the school ICT strategy and development of the school.

Responsibilities

- Ensure the robust, reliable and secure operation of the School's network and backup systems (LAN & wireless). Monitor the general housekeeping of the school servers and establish disaster recovery plan.
- Keep abreast of the latest technological development in ICT and make necessary recommendations to maintain high quality ICT support with future proof vision.
- Manage user accounts, servers, workstations, routers and switches; diagnose faults and problems solving and carry out remedial and preventive measures.
- Oversee the integration, implementation and daily operation of school systems such as Gateway, iSams, Maze, etc.
- Lead the ICT Technician (Programming) in the development and maintenance of school in-house applications.
- Lead and manage the ICT Department in providing prompt Help Desk and event support.
- Constant review of ICT staff job descriptions and workload in connection to the evolving ICT strategy and development.
- Establish and update ICT policies, procedures, operations manual, etc. and maintain proper documentation for all system settings and configurations.
- Provide professional inputs in integrating ICT in pedagogy in school and across ESF.
- Plan and prepare annual ICT budget including rolling replacement program for hardwares.
- Ensure that the School's ICT assets are properly maintained, secured, recorded and updated.
- Organise periodic ICT training/induction to staff members, students and parents as required.
- Lead the ICT strategy group and advise on school ICT policies and strategies.
- Comply with school/ESF policies and statutory requirements relating to cyber safety and security, confidentiality and data protection. Whistle blow for potential issues and recommend solutions.
- Perform any other duties as and when assigned by Line Managers.

Requirements

- Degree Holder in Computer Science or equivalent
- At least 6 years of working experience, of which at least 2 years should be in a managerial capacity in multinational environment
- Hands-on experience in: IT support, system administration, infrastructure setup and maintenance, Windows and MAC servers, CISCO devices, backup housekeeping, network security (eg. Firewall, McAfee, etc)
- Knowledge of IP, LAN/WAN infrastructure, routing & switching background
- Basic programming knowledge, SQL and Macintosh experience would be an added advantage
- Strong leadership and experience in managing a team of multi-functional IT professionals
- Excellent oral and written English communication skills
- Responsible, proactive, independent, can work under pressure and meet deadlines

Closing Date: 30/11/2021

For enquiries, please contact Brondy Poon at 2240 6763 or bpoon@sis.edu.hk

Applications must be submitted via the ESF online recruitment system at: [Search Jobs – ESF Career Site](#)

Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.