



## LEGISLATIVE COUNCIL SECRETARIAT

### Assistant Information Technology Officer

The Legislative Council Secretariat (“the Secretariat”) is looking for high calibre individuals for appointment as Assistant 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 Assistant Information Technology Officer include:

- (a) providing technical and application support for electronic systems and information and communication technology (“ICT”) projects; and
- (b) assisting the team leaders in system analysis and design, application programming, database management, procurement and inventory support, technical and system infrastructure installation, software testing and quality assurance, user acceptance testing, system integration, user training and system rollout.

#### Entry requirements

Candidates should:

- (a) have a recognized Diploma or above, preferably with an Associate Degree, in Computer Science/Computer Engineering/Electronic Engineering or equivalent;
- (b) have obtained (i) Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination, or equivalent; or (ii) Level 2/Grade E or above in Chinese Language and English Language (“Syllabus B” before 2007) in the Hong Kong Certificate of Education Examination, or equivalent;
- (c) have at least five years’ relevant work experience, preferably in (i) the implementation and testing of web-based applications using Microsoft SQL Servers 2012/2019/2022 databases and ASP.NET 4.0/4.5/Core application development environment; or (ii) the implementation, support and maintenance

- of electronic/ICT systems, such as audio-visual system, radio communication system, public address system and security control system;
- (d) have an excellent command of written and spoken Chinese and English;
  - (e) possess initiative, good communication and interpersonal skills, and be self-motivated and responsible; and
  - (f) be willing to work beyond normal office hours or on holidays when needed.

Preference will be given to those who possess the following IT professional certifications: MCSD/MCSE/MCSA/Microsoft 365/Microsoft Azure.

The Secretariat may devise further criteria to shortlist applicants.

### **Remuneration**

The starting salary is \$35,775 per month, increasing by five annual increments to \$45,640. There is also a monthly cash allowance for the rank of Assistant Information Technology Officer (the rate with effect from 1 April 2024 is \$685 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 10% 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 30 April 2024. <sup>Note</sup> 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. For more information on our policy on employment of persons with disabilities, please visit the LegCo Website (<http://www.legco.gov.hk>).

*<sup>Note</sup> Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.*