Help Promote Fair, Open and Effective Public Administration
Join the Office of The Ombudsman

Senior Manager (Information Technology)

**Duties**

(1) To lead an IT Team comprising an IT manager and two Administrative Assistants for the management and maintenance of the office IT infrastructure and provision of end-user support for various IT systems;

(2) To devise IT policies and plans to support the implementation of strategies set by the senior management;

(3) To oversee the full cycle of IT and related projects from proof-of-concept, initiation, planning, sourcing and supervision of vendors, implementation and testing to production, maintenance and enhancement;

(4) To ensure security and integrity of IT infrastructure and systems, and recommend and implement appropriate measures to safeguard the systems and data security;

(5) To keep abreast on the latest advancement, regulatory changes and best practices in information technology, and make recommendations to the senior management regarding system enhancements and new solutions; and

(6) To liaise and coordinate with relevant Government authorities and stakeholder organisations over IT and related matters.

**Entry Requirements**

(1) A Bachelor’s Degree in Information Technology or Computer Science, or equivalent;

(2) At least 10 years of post-qualification full-time working experience in the IT field, preferably with solid experience in project management, contract management, vendor management, system integration, office automation with at least 5 years at managerial level. Experience in IT management and tendering preparation process in Government/public organisations would be an advantage;

(3) Sound knowledge of application development, design and operation of different systems and different software such as SQL, PHP, CSS, HTML, MYSQL, JavaScript, VPN, Lotus Notes and Crystal Report;
(4) Profound practical knowledge of/experience in corporate/enterprise solutions underpinning corporate administration, including case management, document management, finance (budgeting, accounting, etc.), HR (employee database management, e-leave, payroll, etc.), procurement, etc.;

(5) Experience in conducting quality assurance on project deliverables and sound knowledge of PRINCE;

(6) Holder of the PMP, CISSP, CISA or CISM certification will be an advantage; and

(7) Good command of written and spoken Chinese and English.

**Remuneration and Terms**

Basic salary around **HK$70,400** plus **HK$9,400** cash allowance a month. Benefits include paid leave, medical & dental insurance and death & disability insurance. Successful candidate will be appointed on **three-year contract terms**. Subject to satisfactory performance, a gratuity will be payable on completion of contract which, when added to the employer’s contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Renewal of contract will be offered to good performers subject to service need.

**Application**

Applicants should complete the application form available on our website (http://www.ombudsman.hk). Copies of certificates and transcripts in support of academic qualifications and working experience should accompany the completed application. In addition, applicants are required to provide a detailed resume and a covering letter of not less than 400 words in English, stating the reasons for suitability for the post applied.

Applications should reach the Office of The Ombudsman at G.P.O. Box No. 3300, Hong Kong not later than **18 September 2020**. **Please mark “Post Application” on the envelope.** Applicants who do not receive a reply within two months from the closing date should regard their applications as unsuccessful. Applicants who wish the Office to acknowledge their applications are requested to attach a self-addressed and postage paid envelope to their applications. For enquiries, please call 2629 0423.
General Notes

All applications will be treated in the strictest confidence. Personal data provided will be used only for the purpose of recruitment. Applicants have a right to request, in writing to the Chief Manager of the Office, access to and correction of personal data collected from them.

The Ombudsman is an Equal Opportunities Employer.