



救世軍 港澳軍區
The Salvation Army
Hong Kong and Macau Command

This job advertisement is available in English only.
本招聘廣告只提供英文版本
本招聘廣告只提供英文版本
如有查詢，請電郵至
HRD.recruit@hkm.salvationarmy.org

The Salvation Army is an international Christian church and charity working in 132 countries and areas and has been serving Hong Kong for over 90 years providing an extensive range of services which spans educational, social as well as Christian. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

We are now inviting high caliber professionals to apply for the following position:

Resource and Information Systems Technician
Social Services Department
(Ref: RIST/SSD/04-22)

RESPONSIBILITIES

- Assist in facilitating and providing helpdesk technical support & troubleshooting to end users
- Assist in IT audit, IT training, software license administration and monitoring, including ongoing product purchase, warranty and maintenance support
- Assist in performing product or system evaluation, testing and preparing technical documents
- Data entry, prepare reports, and conduct analysis
- Provide resource/accounting related support, such as development and maintenance of resource-related application systems and verification tasks in annual budget exercise
- Provide necessary support to the setup of databases for financial analysis, interfacing between finance and information technology management systems
- Perform any other legitimate duties assigned by the Supervisor or management

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Diploma/higher certificate in IT, Computer Science or related disciplines
- Minimum 2 years of relevant working experience in technical and helpdesk support, preferably in social welfare sector
- Proficient in Microsoft Office 365 and VBA
- Knowledge in RDSMS such as MySQL and Microsoft SQL Server
- Familiar with software development life cycle and IT documentation will be an advantage
- Sensitive to numbers, with good analytical, diagnostic and problem solving skills
- Good command of both written and spoken English and Chinese

Application Procedure:

Please apply with full resume, stating clearly current and expected salary, to the **Acting Human Resources Director, The Salvation Army Hong Kong and Macau Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number (Ref: RIST/SSD/04-22) on the envelope or email to hrd.recruit@hkm.salvationarmy.org.

Application Deadline: 20 May 2022

All information provided will be treated in strictest confidence & used for recruitment purpose only. Applicants not contacted within 3 months may consider their applications unsuccessful. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise.