



The Estate Agents Authority is a statutory organization set up under the Estate Agents Ordinance to regulate estate agents and salespersons, and to enhance the standard of service of the trade. Applications are invited for the following position:

Assistant Manager (Information Technology) - 12-Month Contract

(Ref No.: EAA-2024/20)

Key Responsibilities

Reporting to the Manager (Information Technology & Data Analysis), the incumbent is required to:

- Manage servers, server room and network infrastructure
- Perform system monitoring and implement disaster recovery plans
- Implement cyber security controls
- Conduct internal cyber security health check and compliance programs
- Perform any other duties as assigned by supervisor and management

Requirements

- A recognised university degree in Information Technology or relevant discipline
- Minimum 5 years' relevant working experience in IT infrastructure and cyber security
- Solid experience in IT infrastructure planning & management, disaster recovery, server administration, network security & monitoring
- Competence in using both Linux and Microsoft Windows Server (IIS), VPN, Anti-spam, Backup Software (Veeam, Acronis), web server, domain server, DNS, Active Directory, VMWare vSphere and MSSQL server
- Has good track records of network devices administration including routers, switches, firewall, VPN and WAF
- Holder of CCNA, MCSE, ITIL and similar certifications will be considered an advantage
- Experience in cyber security and good knowledge of cyber security framework, standards and regulations
- Holder of professional certificates in CISSP, CISA, CISM, security product or equivalent with hands-on practice is an advantage
- Meticulous and be a team player
- Good command of English and Chinese

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will be offered a 1-year fixed-term non-renewable contract.

Application Procedure

Applications with full resume indicating your current and expected salaries and your public examination results should be sent to: Human Resources Section, Estate Agents Authority, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chaiwan, Hong Kong or via email at hr@eaa.org.hk not later than **22 November 2024**. Candidates who have already responded to our previous advertisement of the same post within the past 6 months need not re-apply. Please mark "Private and Confidential" on the envelope and quote the post applied for and its reference number on the envelope.

Candidates who are not invited to attend an interview within 6 weeks from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within the Authority. All applications will be treated in strict confidence. Personal data provided in the applications will only be used for recruitment-related purposes. All information on non-shortlisted applicants will be destroyed after 6 months.

**WE ARE AN EQUAL
OPPORTUNITIES EMPLOYER**

