

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:

Manager (Information Technology & Data Analysis)

(Ref No.: EAA-2024/19)

Key Responsibilities

Reporting to the Director of Services & Professional Development, the incumbent is required to:

- head and manage the Information Technology & Data Analysis Section
- oversee and manage system development and enhancement projects
- drive the adoption of IT solutions and advise senior management on new system or enhancement needs to improve various services of the organization
- advise on, implement and monitor IT security measures for the organization
- identify future development areas and recommend new corporate initiatives with reference to data analysis results / survey findings to enhance the overall effectiveness of the organization
- manage data analysis and benchmarking researches on areas that are of relevance to the EAA
- supervise vendors to develop and maintain IT systems
- manage the IT infrastructures including server room, networking, disaster recovery facilities, telephony and access control systems
- enhance and maintain the corporate website
- perform other duties as assigned by the senior management

Requirements

- A recognized university degree in information technology / computer science or related discipline, preferably with additional qualification in applied research / statistics
- At least 7 years' relevant experience in IT project management and research and development, with solid management/supervisory experience, in sizeable organizations an advantage
- Solid experience in IT governance, system development, cyber-security, service management and quality assurance
- Proficient in research methodologies, with track record in conducting relevant projects
- Good analytical and problem-solving skills
- Proficiency in written and spoken English and Chinese
- Mature with good leadership and interpersonal skills and a team player

Terms of Appointment

Competitive remuneration package commensurate with the selected candidate's qualifications and experience will be offered. The appointee will initially be offered a 3-year contract, subject to renewal upon satisfactory performance and the service needs of the Authority.

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 by email to hr@eaa.org.hk not later than **20 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**

