

HONG KONG AIR CADET CORPS

Headquarters

MEMO

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To : All Members
Date: 8 March 2011

INTERNAL STAFF RECRUITMENT

HONG KONG AIR CADET CORPS

The Hong Kong Air Cadet Corps is a government subsidized volunteer organization and a member agency of the Community Chest providing leadership, citizenship and aviation education to the young people of Hong Kong. Applications are now invited for the following post:

Technical Support Assistant

Requirements: (a) Diploma or above in Computer Studies or related disciplines (fresh graduates are welcomed); (b) excellent Window XP/Vista, emails, office and web skills; (c) knowledge in network, server administration, and web site design; (d) excellent problem solving and analytical skills; (e) good communications skill, polite and responsible; and (f) good command of English and Cantonese.

Duties: (a) Provide end-user support and web site update; (b) provide office IT administration including IT assets documentation, filing, purchasing and other general administration duties; (c) participate in web site design and testing; and (d) assist in all clerical tasks and assignments as instructed by supervisors.

Immediate availability is preferable.

Salary: HK\$ 8,505 per month with annual salary increments subject to performance.

Terms of Employment: On two-year contract terms with possibility for renewal.

Other Benefits: 14 days of Annual Leave and Medical Benefits. An end-of-contract gratuity will be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, plus 5% MPF contribution, will equal to 10% of the total basic salary drawn during the period of service.

Applications: Please forward your application with full CV, quoting reference "HKACC-TSA" to The Chief Staff Officer, Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kai Tak, Kowloon. Closing date is 31 March, 2011.

The information provided will be used for consideration of your application. Applicants not contacted within eight weeks from the closing date may assume their applications are unsuccessful. The Corps reserves the right to offer different terms of appointment.