



Maryknoll Convent School (Secondary Section)

Maryknoll Convent School has been providing all-round, quality and affordable education for girls since 1925. We are now seeking passionate, dynamic, and forward-thinking staff for the following post.

IT Manager/ Specialist

Key Responsibilities

- Consolidate and improve IT policies, standards, and inventory records.
- Manage system interfaces, upgrades, and vendor relationships.
- Lead the IT team, define roles, and ensure efficient support structures.
- Prepare annual IT budgets and oversee procurement.
- Work with consultants and Finance to plan future IT infrastructure.

Requirements

- Minimum **5 years' relevant experience** in IT management or specialist roles.
- Strong leadership, problem-solving, and communication skills.
- Experience in a **school or educational setting** is an advantage.
- Relevant academic qualifications in IT or related fields, preferably a degree holder.

Interviews will start as soon as applications are received.

Interested parties may apply with detailed resume with cover letter in ONE pdf to the Principal of Maryknoll Convent School (Secondary Section) at 5 Ho Tung Road, Kowloon, or by email to gen_off2@mcs.edu.hk and mark the applied position as the email title.

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