Contract Systems Analyst

(Salary: $60,100 - $75,965 plus 10% Year-end Incentive Payment)

Main Duties

(i)   To conduct feasibility studies, planning, requirements collection, system analysis and design, system acceptance testing and quality assurance of deliverables for systems/ services development and enhancements according to approved project objectives, schedules and costs;

(ii)   To conduct security review on system changes to ensure the compliance of Government IT security policy and guidelines and effective implementation of security measures;

(iii)   To work on tenders and procurement processes, and monitor the delivery and performance of service providers of products or outsourcing projects for effective execution/ delivery;

(iv)   To provide on-going maintenance and support services to ensure the smooth operations of responsible systems/ services, and work out resolutions to resolve ad-hoc system problems encountered swiftly;

(v)   To achieve the agreed service levels and key performance indicators (KPIs), and report status regularly to project management office; and to maintain ISO/IEC 20000 accreditation;

(vi)   To maintain the confidentiality, integrity and availability of responsible systems/services and data for conformance with all related regulations, policies, guidelines and to maintain ISO 27001 accreditation;

(vii)   To manage IT budget and expenditure of responsible items;

(viii) To provide advice and propose required system development/ enhancements on responsible systems/ services to Information Technology Manager(s) and users for consideration, and to seek required approval;

(ix)   To manage a team of Programmers, develop and provide the job coaching, and collaborate the assigned works with all stakeholders;

(x)   To manage vendor performance, ensure timely delivery of services and validate the deliverables meeting the service requirement;

(xi)   To participate in IT security related activities;

(xii)   To keep good understanding of business needs and changes in business environment/ technologies, and to keep abreast of various relevant IT areas and technical know-how in using suitable tools and frameworks; and

(xiii) To perform any other duties as required.

(Remarks: Successful candidates will be subject to posting to different IT streams when required.)

Entry Requirements

Applicants should have –

(i) a) a Hong Kong degree or higher diploma in Information Technology/ Engineering subjects, or equivalent; and at least 3 years' post-qualification experience in IT fields; or

b) a Hong Kong degree or higher diploma in subject other than Information Technology/ Engineering or equivalent; and at least 5 years' post-qualification experience in IT fields; and

(ii) Level 2 ("Grade E" before 2007) or above in Chinese Language and English Language ("Syllabus B" before 2007) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent; and

(iii) Post-qualification experience in one of the following areas would be an advantage.

A) Application development, implementation and maintenance
- Support systems running on J2EE architecture, VMWare, UNIX, Linux, JBoss Application Server, or other open source products;
- Knowledge in using MVC, JPA, Spring/Spring Boot, CSS, HTML5, Javascript or Typescript, SQL, Jasper Report, Angular, JQuery or Python or other computer languages / frameworks;
- Knowledge in RESTful web services;
- Knowledge in Agile Methodologies;
- Knowledge in Artificial Intelligence (AI) technologies

B) Mobile Application development and maintenance
- Skill in at least one of the following
  - Native iOS Application using Objective-C, Swift or X-Code; or
  - Native Android Application using JDK and Android API; or
  - Hybrid Application using Ionic framework;
- Knowledge in Mobile application UI & UX design.

C) Enterprise resource planning (ERP) software
- Maintenance support of SAP ECC, SAP S/4HANA or SAP BW/4HANA;
- Knowledge in using SAP ABAP or SAP Fiori.

D) Network or Technical Infrastructure
- Network design, management of virtual network, firewall and related devices;
- Design, implementation and management of technical infrastructures, servers, storage, database and related system software tools on J2EE or cloud-based platform;
- Provision of technical advices, problem diagnosis and resolution services to other development/support teams.

E) Database Support
- Provision of database administration, database backup and restore, database performance monitoring and tuning, database software patching and version upgrade;
- Knowledge in Oracle and/or DaMeng database administration;
- Experience in Oracle Exadata support;
- Holder of Oracle Database Administration 2019 Certified Professional.

F) Information security experience and/or qualification

- Holder of industry-recognised IT security certifications (e.g. Certified Information Security Professional (CISP) from China Information Technology Security Evaluation Centre (CNITSEC), Certified Information Security Member (CISM) from CNITSEC, Certified Information Systems Security Professional (CISSP) from International Information System Security Certification Consortium (ISC2), Certified Information Systems Auditor (CISA) from Information Systems Audit and Control Association (ISACA), Certified Information Security Manager (CISM) from ISACA, ISO/IEC 27001 Lead Auditor from International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC), Global Information Assurance Certification (GIAC) Security Expert (GSE) from SANS Institute);
- Security risk assessment;
- Privacy impact assessment;
- IT audit;
- Incident response handling;
- Technical support including endpoint protection system and Security Information and Event Management (SIEM) system.

G) Implementing various international IT industry standards
- ISO/IEC 20000
- ISO/IEC 27001
- ISO/IEC 27017

Terms of Appointment

The appointment will be on the Housing Authority regular terms of employment, with continuous employment being offered till an employee reaches the prevailing retirement age upon passing the probationary period. A competitive pay package, which is commensurate with the employee's qualification and experience, will be offered. On top of the base salary, the employee may receive a year-end incentive payment at 10% of the total base salary received upon satisfactory completion of every full year of service. An employee who has completed no less than six months of service by the end of the first calendar year of his/ her employment may also receive a year-end incentive payment calculated on a pro-rata basis. The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.

Closing Date of Application: 27 March 2026

How to Apply

Application form [HD917 (Rev. 2024)] is obtainable from–

(i) the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road;

(ii) the Hong Kong Housing Authority website
(https://www.housingauthority.gov.hk/tc/common/pdf/global-elements/forms/general-information/HD917.pdf), or

(iii) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

Completed forms, together with copies of –
(a) support documents of working experience;
(b) resumé showing detailed job descriptions of all current and previous employment; and
(c) copies of certificates and transcripts (for holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority)

must be submitted on or before the closing date for application **via one of the following means** –

By post – Please submit to the postal address below and specify "Application for the post of Contract Systems Analyst" on the envelope.   To avoid unsuccessful delivery of mail items, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been paid before posting.   Mail items bearing insufficient postage will not be delivered to the Hong Kong Housing Authority and will be returned to the sender or disposed of by the Hongkong Post, where appropriate.   The applicant will bear any consequences arising from not paying sufficient postage. The first postmark date on the envelope will be regarded as the date of submission of the application form and / or copies of supporting documents.

Online submission – Online application can also be made through:
(1) the GovHK
(https://eform.cefs.gov.hk/form/hou030/en/);
(2) the Hong Kong Housing Authority website
(https://www.housingauthority.gov.hk/en/global-elements/forms/general-information/index.html); or
(3) iAM Smart
(https://www.iamsmart.gov.hk/en/e-service-eform.html)

Candidates who apply online should submit all copies of (a) to (c) above to the postal address below on or before the closing date for application.   The reference code should be quoted on the envelope and the copies of supporting documents.

In person – You may also submit your application form and supporting documents to the application drop-in box located at the reception counters at the atrium of the Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong.

Applications will be processed according to the qualifications attained and working experience obtained by the applicant by the closing date for application.   Where a large number of candidates meet the specified entry requirements, the shortlisting criteria may be devised to select the better qualified candidates for further processing.   In these circumstances, only shortlisted candidates will

be invited to attend the interview.

Applications which are not made in the prescribed form, or incomplete, or not signed, or without the required supporting documents, or late, or submitted by email or fax will not be considered.   As we may contact the applicants by the mailing address, email address or telephone number provided on the application form, please provide clear and correct contact information.   Candidates who are invited for interview will normally receive an invitation by email in about eight to ten weeks from the closing date for application.   Those who are not invited for interview may assume that their applications are unsuccessful.

All information provided will be treated in strict confidence.   Personal data collected will be used for appointment-related purpose only.

Contact Address and Enquiry Telephone:

Appointments Sub-section, Hong Kong Housing Authority, 3/F, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon

(Enquiries: Miss Lam at 2761 6601)