

Project Officer, Industry Support	Post Date: 4 September 2019
Digital Transformation Division	Deadline: 18 September 2019
Ref: DTD216/HKCS/040919	HKCS

Job Duties:

- Provide support on project management of technology related government funding and/or commercial program to ensure it is well delivered on time and in accordance with quality and budget
- Participate in planning, managing and implementing customer engagement activities for government funding projects and/or commercial programs, including seminars, workshops; develop promotional materials and perform audience recruitment
- Compile corresponding projects documentation, reports, presentations, plans and project deliverables
- Support and coordinate multiple stakeholders including cross-division members, government officials, industry associations and vendors
- Handle inquiries and provide services details to the public, customers and other interested parties
- Liaise with industry associations and commercial parties on projects, and undertake follow-up actions
- Provide support to organise training programmes and study mission relating to business solutions and digital transformation
- Handle ad hoc projects and assignments

Job Requirements:

- Higher Diploma/ Degree from disciplines such as Business Administration, Computer Science, Marketing or equivalent
- With 2-3 years working experience and knowledge in technologies preferred
- Experience in operating funding project or government project an advantage
- Team player with good interpersonal and communication skills
- Excellent customer service and problem solving skills
- Mature, self-motivated, detail-oriented, resourceful and able to work under pressure
- Good command of both spoken and written English and Chinese, including Putonghua
- Applicants may be considered for other positions if not matching the requirements of the subject position

Application:

HKPC will take into consideration both the quantitative and qualitative requirements of the post when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered.

Applicants should send application, together with a detailed resume, current and expected salary and contact telephone number by email to rdtd21619@hkpc.org (quoting the reference number on the subject heading) **on or before 18 September 2019**.

Applications not quoting reference number will lead to late processing.

Personal data collected will be used for recruitment purpose only. Candidates not invited for interviews within 6 weeks may consider their applications unsuccessful and the applications will be disposed by HKPC within 12 months.