Project Officer, HKCERT	Post Date: 2 January 2020
Digital Transformation Division	Deadline: 16 January 2020
Ref: DTD311/HKCS/020120	HKCS

Job Duties:

- Organise IT and information security events and promotion campaigns (e.g. training courses, exhibition, conference, etc.)
- Develop strong working relationships with key stakeholders to identify business opportunities
- Collaborate with external parties (e.g. contractors, external speakers, etc.) and internal divisions to deliver service
- Provide project support, operation and logistics support to team projects and programmes
- Organize meetings and provide secretarial support
- Provide support to ad-hoc project

Job Requirements

- Higher Diploma/Bachelor degree in Communications, Marketing, Event Management or related disciplines with 4 years or above of relevant working experience
- Proven experience and track record in marketing and event management;
- Experience in organizing conference of over 500 participants a plus
- Working experience in government department, subvented organization, trade association or NGO preferred
- Good computer literacy in MS Office applications; skills in graphics design, web design and ERP system (such as SAP) an advantage
- Good interpersonal, presentation and communication skills
- Highly attentive to details, well-organised, proactive and enthusiastic
- Mature, self-motivated, able to work independently, multi-tasking and under pressure
- Good command of written English and Chinese; can speak fluent English and Cantonese, and good Putonghua a plus
- Applicants may be considered for lower 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 rdtd31119@hkpc.org (quoting the reference number on the subject heading) **on or before 16 January 2020.**

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.