

Assistant Manager, Technical Advisory

Funding Scheme Branch

Ref: FSB076/21, 1982/HKCS/20211012

Job Description

Who we are looking for:

- Creativity in new ideas and future focus vision.
- Collaboration with colleagues and the community at large.
- Work Smart, Play Smart!

What you'll do:

- Assist in managing a large-scale Government funding programme within an established timeframe and budget to encourage enterprises in using technological solutions to improve productivity and transform their business processes
 - Assist in technical assessment of programme applications with high innovation and technology contents; or
 - Assist in implementing the overall process of applications vetting, fund disbursement, programme development, and promotion to achieve programme effectiveness and quality assurance
- Conduct analysis of programme data and stakeholders' views to identify and implement measures to achieve the expected performance levels
- Assist in digitising the programme processes and implement measures to enhance the effectiveness of programme
- Compile programme statistics, prepare relevant reports and meeting materials
- Assist in conducting seminars/webinars and promotional events to enhance the awareness and recognition of the funding programme
- Participate in assigned consulting or training tasks to support the development of local industries
- Candidate with less experience will also be considered for suitable openings, e.g. IT Consultant

You'll be a good fit if you have/are:

- Bachelor Degree in Computer Science, Business, Engineering or related discipline
- At least 3 years' relevant experience in administration and project management, preferably in technology sector
- Sound knowledge in various kinds of IT systems, e.g. ERP, e-commerce, CRM etc.
- Good analytical, writing, presentation, interpersonal and communication skills
- Mature, self-motivated, well-organised, meticulous and result-oriented
- Good command of English, Cantonese and Putonghua

Note:

1. Applicant may be considered for other positions if not matching the requirements of the subject position.

2. This is a fixed-term contract position for a period of 24 months subject to renewal.

What we offer and What you'll like here:

- Innovative and energetic culture with smart outfits & sport shoes
- Professional lab and latest technology to actualize your creative ideas
- 5-day work week
- Prime location with good public transport network
- Dental benefit
- Medical benefits from Day-1 with extended coverage to dependent(s)
- Professional training and career advancement opportunities

Apply now if you're ready to take the challenge! Do not miss this opportunity to join us to Create Value and "MAKE SMART SMARTER"!

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. The successful candidates will be employed on a fixed-term contract basis, which is renewable subject to appointee's performance and the Council's development needs.

Applicants are welcome to submit application at the HKPC e-Recruitment System (careers.hkpc.org) within 2 weeks from the posting date. Recruitment will continue until the position is filled.

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.