

China Construction Bank (Asia) Corporation Limited [“CCB (Asia)”] is the retail and commercial business platform of China Construction Bank Corporation [“CCB”] in Hong Kong. CCB (Asia) offers a wide array of banking products and services to customers, including consumer banking services, commercial banking services, corporate banking services, private banking services and cross-border financial services, etc.

We’re inviting high caliber professionals to share our vision and mark our success together.

## **PMO Professional**

### **Principal Accountabilities**

- Lead a team to manage the IT Project Management Office (PMO and compliance matters for the Fintech Division
- Motivate and drive the team to achieve the KPIs set by the Bank
- Manage, plan and review IT project portfolio including overseeing the project timeline, budget control and manage procurement and other administrative matters
- Consolidate project requests (PRs) from different Divisions and summarized the project update to senior management on regular basis
- Act as the gatekeeper for key market data including Bloomberg and Reuters and control the access for different users
- Formulate, develop and establish IT strategies / policies in order to facilitate bank-wide initiatives on system development
- Coordinate with internal and external stakeholders to manage the financial planning, budget, commitment, payment control and cost allocation
- Act as First-point-of-contact for auditors and oversee IT related audit jobs
- Ensure all IT projects and procurement cases are fully complied with the Bank’s policies and/or regulations on financial, budgeting and procurement process
- Coordinate with various teams in ISD in response to queries from HKMA

### **Job Requirements**

- Degree holder in Computer Science or related disciplines
- Minimum 5 years work experience in PMO, preferably gained from Banking / Finance industry
- Good time management and documentation skills
- Experience in working with Mainland Chinese Head Office is an advantage
- Good command of spoken and written English and Chinese (both Cantonese and Putonghua)
- Strong communication, leadership and presentation skills with the ability to work under pressure

To apply, please send the detailed resume together with your current and expected salary stated via email at [recruithk@asia.ccb.com](mailto:recruithk@asia.ccb.com).

Applicants who are not contacted within 8 weeks may consider their applications unsuccessful and their personal data will be retained by the bank for a period up to two years.

All information provided by applicants will be used for recruitment purposes only and will be used strictly in accordance with the bank’s personal data policies, a copy of which will be provided upon request.