

Assistant Manager, IT Project Management Office (PMO)

Digital Transformation Division

Ref: DTD429/21, 4970/HKCS/101121

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:

- Collaborate with IT senior managers and digital enablement team on IT project portfolio management. Play a supportive and consultative role to ensure project quality, scope, schedule, and budget are meeting the division goals
- Aligning with HKPC DTD strategy to manage divisional financial planning, project resources, milestone commitment, payment control and cost allocation
- Lead unified approach for project management, governance solution delivery best practices and standardization across the unit. (Preferred knowledges of DevOps, AgilePMO process frameworks)
- Drive project and procurement process compliance and continue to improve internal workflows alignment with HKPC policy standard
- Plan and organize cross divisional activity and events
- Manage workforce including new hiring on-boarding and off-boarding process, and timesheet management
- Motivate and track team learning and development

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

- Bachelor degree in computer science, marketing or business administration related discipline
- At least 5 years of experience in managing multi-projects management, financial planning, and technology transformation programs
- Familiar with the enterprise platform. SAP related project/procurement management experience preferred
- Strong leadership skills combined with strong business acumen and analytical skills
- Good understanding of organizational issues, challenges, and sensitivity. Knack for fostering positive relationships and ability to communicate at all levels
- Comfortable with ambiguity, change and the ability to provide ongoing thought leadership
- Relevant professional qualifications, such as PMI, PMP, Agile, or DevOps certification preferred
- Exceptional written and verbal communication and presentation skills. Excellent active listening skills. Ability to influence others and move toward a common vision or goal
- proficient knowledge and experience in Microsoft excel
- Good command of English, Cantonese and Putonghua

Note:

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

What we offer and What you'll like here:

- Innovative and energetic culture with smart outfits and sport shoes
- Professional lab and latest technology to actualize your creative ideas
- 5-day work week
- Prime location with good public transport network
- MPF Top-up and 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 position when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered.

Applicants are welcome to submit application at the HKPC e-Recruitment System (careers.hkpc.org) in 1 week 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.