

## **Manager, Program Management Office (PMO)**

### **Digital Transformation Division**

**Ref: DTD429/21, 4970/HKCS/210122**

#### **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
- Align with Digital Transformation Division 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, Agile PMO 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
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- PMI, PMP, Agile, or DevOps certification preferred
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- Proficient with Microsoft excel. With exceptional written and verbal communication and presentation skills. Excellent active listening skills. Ability to influence others and move toward a common vision or goal
- 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](http://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.