



香港善導會
The Society of Rehabilitation and
Crime Prevention, Hong Kong

Recruitment of Contract Post

IT Officer (Project Management) (Wan Chai)

Reporting to the IT Manager, the post-holder will be accountable for the following key responsibilities:

- Provide project management, workflow design, test management and consultancy services to drive improvement in systems, products, service, process efficiency and cost control;
- Work closely with parties including business users and vendors, etc. to ensure effective project implementation and process management support;
- Participate in the project planning, testing and implementation of product launch and system enhancement;
- Adopt Agile methodology practices for end-to-end project management life cycle into project / systems implementation in various business areas; and
- Take up as PMO for large scale projects / programmes

Requirements

- Post-secondary education preferably with Degree in Computer Science or related disciplines;
- Good command of spoken and written English and Chinese;
- PMP technical certification is an added advantage;
- Minimum 5 years of relevant experience in sizable organisation(s);
- Broad experience in the following areas: Database programming, application development, infrastructure, user support, vendor management, license/inventory management, business transformation workflow, etc.;
- Solid knowledge in Office 365 applications and features, Windows Server, VMWare, Azure, Alibaba Cloud, etc.;
- Good team player with strong self-motivation and creativity, and eager to learn about new technologies
- Proficient in project management, communication, problem solving and analytical skills;
- Demonstrated ability to rapidly build relationships with key stakeholders;
- Great sense of ownership and servicing mindset to ensure efficient and effective customer service processes; and
- Willing to provide support outside normal office hours when needed

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sracp.org.hk

(All information provided will be kept as confidential & only be used for recruitment related purposes)