



## Recruitment of Contract Post

### **IT Officer (Project Management) (Wan Chai) (5-day Work)**

#### **Key responsibilities:**

- ◆ Responsible for project planning, testing and implementation, arrange UAT testing and oversee new digital product / service launch with internal units and external service providers;
- ◆ Participate in whole project cycle, from gather user requirements, system design, work closely with various units for projects implementation, enhancement, maintenance and support
- ◆ Gather and analyse user requirements and propose effective IT solutions;
- ◆ Perform application testing and liaise with users to ensure deliverables meet requirements;
- ◆ Communicate and negotiate with external parties or service providers on IT projects;
- ◆ Regular communicate with internal parties on existing project progress and ongoing maintenance; and
- ◆ Prepare and update documentations on user requirements, system design, test cases and user guide, etc.

#### **Requirements**

- ◆ Degree in Computer Science or related disciplines
- ◆ Good command of spoken and written English and Chinese
- ◆ Project Management Professional (PMP) or equivalent certifications is preferred
- ◆ Minimum 7 years of relevant experience in sizable organisation(s)
- ◆ Proficient in Agile Software Development Life Cycle and business analysis experience
- ◆ Hands on experience in programming language PHP, Java, JavaScript, CSS, HTML5, etc.
- ◆ Required knowledge in RDBMS (MS SQL or MySQL)
- ◆ Experience on Microsoft Power Apps and Automate will be an advantage
- ◆ Experience on Data Analysis tools (e.g. PowerBI) will be an advantage
- ◆ Detail-minded, good communication and problem-solving skills
- ◆ Ability to prioritises and pick up new technologies and concepts quickly
- ◆ Capability to work under pressure and meet tight deadlines

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](mailto:recruit@sracp.org.hk).

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