



## **Hong Kong Computer Society**

Hong Kong Computer Society (HKCS) is a non-profit making professional institution for the Information Technology (IT) professionals in Hong Kong. Established in 1970, HKCS aims to promote the development and application of IT in Hong Kong, provide a forum for IT related knowledge exchange and to raise professional standards.

In support of the HKSAR government initiative to make Hong Kong the digital hub in the region, HKCS has embarked on a number of initiatives in the areas of professional and membership services, community service, industry developments and education, etc. We are currently looking for a talented and self-motivated candidate to fill in the post of *Project Officer*.

### **Project Officer – Ref. PO003**

#### **Job Description**

- Implement and coordinate the assigned projects from the beginning till closing;
- Assist in organizing and coordinating conferences, seminars or site visits, etc.;
- Assist in preparing project proposals, progress reports, promotional materials and event summaries, etc.;
- Assist in preparing and editing of documents/publicity materials;
- Coordinate and liaise with external parties;
- Provide secretarial support to the Council Committees and Executive Manager;
- Support other office teams on an ad-hoc basis;
- Occasional travel is required.

#### **Requirements**

- Degree holder in business, information system, languages related disciplines or equivalent;
- Minimum 1 year experience in event management or project coordination;
- Good communication skills in both written and spoken English and Chinese; Putonghua is preferred;

- Excellent grammatical, editing, proofreading skills;
- Strong PC skills and Chinese input is a must;
- Highly responsible, organised and efficient;
- Self-motivated and attentive to details, able to work under pressure and willing to work overtime.

Please send your full resume in confidence with expected salary to Hong Kong Computer Society: [hr@hkcs.org.hk](mailto:hr@hkcs.org.hk)

For more information on HKCS, please visit the official website at <http://www.hkcs.org.hk>

*All personal data collected will be used solely for recruitment purpose.*



**Hong Kong  
Productivity Council**  
香港生產力促進局

## **Project Officer – Ref: ITID65Y/ICT/020610**

### **IT Industry Development Division**

#### **Your role :**

- To be a member of the Application Support Team
- To participate in system design and be responsible for software development, testing, and system implementation
- To be responsible for application support and system maintenance of application systems
- To prepare user manual and project document

#### **Our expectations :**

- Minimum requirement is Diploma/Higher Certificate without experience or Matriculation with 2 years relevant experience; Diploma/Higher Certificate in Computer Science or IT related disciplines or Matriculation with 2 years relevant experience is preferred
- 3 years hands-on experience in J2EE, Spring Framework, Java Web-based application analysis, design and development is an advantage
- Knowledge in PHP/MySQL, BEA WebLogic, JReport, Design Patterns, JavaScript, Oracle RDBMS and RUP is preferred
- Good business analytical and excellent problem-solving skills
- Good command in both written and spoken English and Chinese, including Putonghua

Applicants with less qualifications or/and experiences will be considered for lower rank. A higher competitive salary commensurate with academic qualification and years of experience will be offered. Applicants should send application, together with a detailed resume, salary expected and contact telephone number by fax to 2788 6259, or by email to

[corp-hr@hkpc.org](mailto:corp-hr@hkpc.org)(quoting the reference number on the subject heading), or by mail to "The Corporate Human Resources, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon, Hong Kong". (quoting the reference number on the envelope).

**Applications not quoting reference number will lead to late processing.**

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 destroyed by HKPC within 6 months.



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## **Project Officer –Ref: ITID67A/ICT/020610**

### **IT Industry Development Division**

#### **Your role :**

- To be responsible for development, implementation, and integration of web-based applications
- To conduct technical and usability testing, preparation of system design, specification & system documentation
- To work closely with supervisor to design and develop web sites and applications to meet changing needs and requirements
- To provide support and maintenance on daily web operations

#### **Our expectations :**

- Minimum requirement is Diploma/Higher Certificate without experience or Matriculation with 2 years relevant experience
- Higher Diploma or Degree with 1 year or above working experience in software development is preferable
- Strong proficiency in PHP, JavaScript, MySQL, Oracle, Java, HTML, CSS and XML
- Knowledge in Adobe Photoshop, Adobe Flash and Discuz! Forum package is preferred
- Good communication and presentation skills
- Good command in both written and spoken English and Chinese, including Putonghua
- Applicants with less experience will be considered for lower rank

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experience will be offered. Applicants should send application, together with a detailed resume, salary expected and contact telephone number by fax to 2788 6259, or by email to [corp-hr@hkpc.org](mailto:corp-hr@hkpc.org)(quoting the reference number on the subject heading), or by mail to "The Corporate Human Resources, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon, Hong Kong". (quoting the reference number on the envelope).

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## **Project Officer – ITID69E/ICT/020610**

### **IT Industry Development Division**

#### **Your role :**

- To be a member of the Application Support Team
- To work closely with supervisor or design, develop and test application systems
- To prepare system design, specification and project document
- To be responsible for application support and system maintenance

#### **Our expectations :**

- Minimum requirement is Diploma/Higher Certificate in Computer Science or IT related disciplines without experience or Matriculation with 2 years relevant experience
- Higher Diploma or Degree with 1 year or above working experience in software development is preferable
- Hands-on experience in J2EE, Spring Framework, Java Web-based application development is an advantage
- Familiar with PHP, MySQL, Oracle WebLogic, JReport, JavaScript and Oracle RDBMS is preferred
- Good communication and presentation skills
- Good command in both written and spoken English and Chinese, including Putonghua
- Applicants with less experience will be considered for lower rank

Applicants with less qualifications or/and experiences will be considered for lower rank. A higher competitive salary commensurate with academic qualification and years of experience will be offered. Applicants should send application, together with a detailed resume, salary expected and contact telephone number by fax to 2788 6259, or by email to

[corp-hr@hkpc.org](mailto:corp-hr@hkpc.org)(quoting the reference number on the subject heading), or by mail to "The Corporate Human Resources, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon, Hong Kong". (quoting the reference number on the envelope).

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## **Project Manager (12-month Contract) – Ref. PM002**

A Non-profit making ICT Industry Association in Hong Kong, which closely work with the government and other associations in both Hong Kong and Mainland China to promote the industry in Hong Kong and to facilitate industry collaboration between Hong Kong and Mainland China. We organize industry events, including Seminar, Forum, Luncheon, Award Programs, Delegation and Visits, Business Matching events, etc.

We are looking for a high potential Project Manager to manage a HKSAR Government sponsored project (initially 12 months). The following is the detail requirements of the position.

### **Job Specification:**

1. Responsible for the planning and implementation of an ICT SME Services Centre Project
2. To manage the Project Executive and to coordinate with other project resources to achieve the project objectives
3. To select and manage service vendors for the project
4. To cooperate with the Project Managers of related projects that operated by other ICT Associations, to achieve the overall program objectives
5. To manage the e-Marketplace portal, which is a major deliverable of the project
6. To perform day-to-day project management and reporting
7. To write proposals and other project documents
8. To drive the marketing and promotion of the project

### **Requirements:**

1. Degree in ICT disciplines or equivalent
2. At least 8 years of ICT industry working experiences and 3 years of Project Management experiences
3. HKCEE Chinese and English (Syl. B) Grade D or above
4. Fluent in Cantonese, Mandarin and English Speaking
5. Good command in Chinese and English writing
6. Experienced in using Microsoft Word, Excel and PowerPoint
7. Experienced in Computer Chinese input

8. Experienced on e-Commerce and Web Portal implementation is preferred
9. Knowledge in Web Portal design and administration is preferred
10. Experiences in writing English and Chinese marketing / promotion materials is preferred
11. Experiences in cooperation with ICT Executives in Mainland China is preferred
12. High understanding on ICT industry in Hong Kong is preferred
13. PMP and/or Prince certified would be a plus
14. Experienced in managing multi-vendor projects would be a plus
15. Experiences in events management and/or conference organization would be a plus

**\* 5-Day Work, in Central**

Please send your application with the reference code “**PM002**” to [info@ictcareer.hk](mailto:info@ictcareer.hk)