

HONG KONG AIR CADET CORPS

Headquarters

MEMO

From : CO
Ref : GR22_023
Tel : 2712 8900
Fax : 2715 6944

To : All Members

Date: 22 September 2022

Internal Staff Recruitment

Applications are now invited for the following post:

Project Manager

Responsibilities:

- (a) Define project requirements by identifying project milestones, phases and elements (Website, mobile application, web-based systems)
- (b) Engage with internal IT and external vendors to incorporate usability and user interface needs when designing systems
- (c) Understand and manage users' requirements and expectations
- (d) Coordinate project delivery by participating in design reviews and walk-throughs to communicate systems designs and validate proposed solutions
- (e) Conduct testing to ensure the systems is well developed according to users' objectives and requirements
- (f) Coordinate and manage UAT with users, and maintain relevant documents and training for users
- (g) Deliver user training, launch and post-implementation supports
- (h) Recommend control measures by identifying problems and writing improved procedures

Requirements:

- (a) 3 years or above relevant work experience of project management, business analysis, project development in digital and user support
- (b) Degree holder in Computer Science/ Information Technology or related discipline
- (c) Knowledge and experience in digital industry (Website/ Mobile App/ System/ E-commerce / Chatbox / UXUI design)
- (d) Able to adapt to fast-paced work environment
- (e) Excellent command of written and spoken English and Chinese (including Putonghua);
- (f) Proficiency in MS Office (PowerPoint, Excel, Word)
- (g) Responsible, well-organized, and trustworthy with integrity and positive can-do mindset
- (h) Passionate about digital transformation and strong believer on how it would bring value to our members and the wider community
- (i) Solid experience on government/ university/ NGO digital projects would be an advantage

Operation requirements may necessitate service outside normal office hours. Salary offer will be commensurate with qualification and experience. Candidate with less experience may be considered for the post of Assistant Project Manager.

Terms of Employment: On one-year contract terms

Other Benefits: 12 days of Annual Leave and Medical Benefits. An end-of-contract gratuity will be granted if the contract is satisfactorily completed with consistently high standard of performance and conduct. Such gratuity, plus 5% MPF contribution, will equal to 10% of the total basic salary drawn during the period of service. Free aviation and leadership training for those who may be interested.

Applications: Please forward your application with full CV, quoting reference “HKACC-PM” to the Staff Officer, Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon or by email to recruit@aircadets.org.hk. Closing date is **15 October 2022**.

All personal data collected will be used for recruitment purpose only. Applicants not contacted within eight weeks from the closing date may assume their applications are unsuccessful. The Corps reserves the right to offer different terms of appointment. All personal data supplied will be destroyed within 6 months.