

**Assistant Manager (Project Management Office)**  
**(Ref: IT-PMO-PM-COW)**

**Responsibilities :**

Reporting to the team head of Project Management Office (PMO) of Information Technology Division, the appointee will mainly perform the following responsibilities:

- To manage the planning and execution of IT projects
- To define and govern IT projects portfolio and IT project management framework
- To manage the financial and procurement related activities of the entire IT project portfolio to ensure projects are delivered within budget and comply with internal policies as well as regulatory requirements

**Requirements :**

- Degree holder in Computer Science, Information Systems, Business Administration or related disciplines
- A minimum of 6 years' working experience in IT project management, of which at least 3 years with proven track records in managing large scale enterprise IT projects
- Familiar with IT procurement lifecycle, contract administration and vendor management
- Certificate on PMP and ITIL an advantage
- Excellent command of English and Chinese languages, both spoken and written

The employment will be on 2-year contract term and renewal of contract will be subject to the Company's business needs and performance of the individual.

**Working Location :** Admiralty

**Application:**

If you are interested in this position, please send your resume (in PDF format) and / or the [Application Form](#) to the Senior Manager (Human Resources Services), The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto:recruit@hkelectric.com). Please also visit our website to know more about our Company <http://www.hkelectric.com>.

***Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: IT-PMO-PM-COW-Last Name First Name Other Names (if applicable)***

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)