

# Hong Kong Productivity Council

## Job Summary for Government Funding Scheme Programme:

- 1. Senior Manager, Programme Management (Ref: FSB080/21)**  
<https://careers.hkpc.org/job/Senior-Manager%2C-Programme-Management/580251710/>
- 2. Senior Manager, Technical Advisory (Ref: FSB079/21)**  
<https://careers.hkpc.org/job/Senior-Manager%2C-Technical-Advisory/580245810/>
- 3. Manager, Programme Management (Ref: FSB078/21)**  
<https://careers.hkpc.org/job/Manager%2C-Programme-Management/580244110/>
- 4. Manager, Technical Advisory (Ref: FSB077/21)**  
<https://careers.hkpc.org/job/Manager%2C-Technical-Advisory/580244210/>
- 5. Assistant Manager, Programme Management/ Technical Advisory (Ref: FSB076/21)**  
<https://careers.hkpc.org/job/Assistant-Manager%2C-Programme-Management-Technical-Advisory/580244810/>
- 6. Project Officer, Programme Management (Ref: FSB075/21)**  
<https://careers.hkpc.org/job/Project-Officer%2C-Programme-Management/580244510/>

## Senior Manager, Programme Management

### Job Duties:

- Lead and manage a large-scale Government funding programme within an established timeframe and budget to encourage enterprises in using technological solutions to improve productivity and transform their business processes
- Devise, implement and oversee the overall process of applications vetting, fund disbursement, programme development, and promotion to achieve programme effectiveness and quality assurance
- Conduct insightful research and analysis of programme data and stakeholders' views to identify and implement measures to achieve the expected performance level
- Drive digitisation of the programme and implement digital solutions to enhance the effectiveness of programme
- Develop and execute stakeholder engagement activities including public speaking in enhancing public understanding of the programme
- Manage consulting or training assignments to support the development of local industries
- Lead and develop a strong team with high standards of performance and integrity

### Job Requirements:

- Bachelor Degree or above in Computer Science, Business or related discipline
- At least 10 years' relevant experience in administration & project management and management consulting
- Strong leadership, business acumen, project and client relationship management skills with visionary mindset
- Good writing, presentation, planning & analysis, multi-tasking, problem solving, project management skills and detail minded
- Mature, self-motivated and teamwork mindset to succeed in a team environment and deliver timely result for a fast-paced environment
- Good command of both spoken and written English and Chinese
- Applicant may be considered for other positions if not matching the requirements of the subject position

## Senior Manager, Technical Advisory

### Job Duties:

- Lead and manage a large-scale Government funding programme within an established timeframe and budget to encourage enterprises in using technological solutions to improve productivity and transform their business processes
- Lead a team to conduct technical assessment of programme applications with high innovation and technology contents
- Oversee and implement the overall process of applications vetting, fund disbursement, programme development, and promotion to achieve programme effectiveness and quality assurance
- Conduct insightful research and analysis of programme data and stakeholders' views to identify and implement measures to achieve the expected performance level
- Drive digitisation of the programme and implement digital solutions to enhance the effectiveness of programme
- Manage consulting or training assignments to support the development of local industries
- Lead and develop a strong team with high standards of performance and integrity

### Job Requirements:

- Bachelor Degree or above in Computer Science, IT, Engineering or related discipline
- At least 10 years' relevant experience in technology & digital project management, preferably in technology sector
- Strong leadership, business acumen, project and client relationship management skills with visionary mindset
- Good writing, presentation, planning & analysis, multi-tasking, problem solving, project management skills and detail minded
- Mature, self-motivated and teamwork mindset to succeed in a team environment and deliver timely result for a fast-paced environment
- Good command of both spoken and written English and Chinese
- Applicant may be considered for other positions if not matching the requirements of the subject position

## Manager, Programme Management

### Job Duties:

- Manage and administer a large-scale Government funding programme within an established timeframe and budget to encourage enterprises in using technological solutions to improve productivity and transform their business processes
- Implement the overall process of applications vetting, fund disbursement, programme development, and promotion to achieve programme effectiveness and quality assurance
- Plan and conduct seminars/webinars and promotional events to enhance the awareness and recognition of the funding programme
- Conduct insightful research and analysis of programme data and stakeholders' views to identify and implement measures to achieve the expected performance level
- Assist in digitising the programme processes and implement digital solutions to enhance the effectiveness of programme
- Compile programme statistics, prepare relevant reports and meeting materials
- Liaise with various stakeholders to identify, create and implement new industry programmes or funding schemes
- Participate in assigned consulting or training tasks to support the development of local industries

### Job Requirements:

- Bachelor Degree in Computer Science, Business or related discipline
- At least 5 years' relevant experience in administration and project management
- Good analytical, writing, presentation, interpersonal and communication skills
- Mature, self-motivated, well-organised, meticulous and result-oriented
- Good command of English, Cantonese and Putonghua
- Applicant may be considered for other positions if not matching the requirements of the subject position

## Manager, Technical Advisory

### Job Duties:

- Manage and administer a large-scale Government funding programme within an established timeframe and budget to encourage enterprises in using technological solutions to improve productivity and transform their business processes
- Conduct technical assessment of programme applications with high innovation and technology contents
- Implement the overall process of applications vetting, fund disbursement, programme development, and promotion to achieve programme effectiveness and quality assurance
- Conduct seminars/webinars and promotional events to enhance the awareness and recognition of the funding programme
- Conduct insightful research and analysis of programme data and stakeholders' views to identify and implement measures to achieve the expected performance level
- Assist in digitising the programme processes and implement digital solutions to enhance the effectiveness of programme
- Compile programme statistics, prepare relevant reports and meeting materials
- Liaise with various stakeholders to identify, create and implement new industry programmes or funding schemes
- Participate in assigned consulting or training tasks to support the development of local industries

### Job Requirements:

- Bachelor Degree or above in Computer Science, IT, Engineering or related discipline
- At least 5 years' relevant experience in technology & digital project management, preferably in technology sector
- Good analytical, writing, presentation, interpersonal and communication skills
- Mature, self-motivated, well-organised, meticulous and result-oriented
- Good command of English, Cantonese and Putonghua
- Applicant may be considered for other positions if not matching the requirements of the subject position

**Job Duties:**

- Assist in managing a large-scale Government funding programme within an established timeframe and budget to encourage enterprises in using technological solutions to improve productivity and transform their business processes
  - Assist in technical assessment of programme applications with high innovation and technology contents; or
  - Assist in implementing the overall process of applications vetting, fund disbursement, programme development, and promotion to achieve programme effectiveness and quality assurance
- Assist in conducting seminars/webinars and promotional events to enhance the awareness and recognition of the funding programme
- Conduct analysis of programme data and stakeholders' views to identify and implement measures to achieve the expected performance levels
- Assist in digitising the programme processes and implement measures to enhance the effectiveness of programme
- Compile programme statistics, prepare relevant reports and meeting materials
- Participate in assigned consulting or training tasks to support the development of local industries
- Candidate with less experience will be considered as Project Officer (Programme Management)

**Job Requirements:**

- Bachelor Degree in Computer Science, Business or related discipline
- At least 3 years' relevant experience in administration and project management, preferably in technology sector
- Good analytical, writing, presentation, interpersonal and communication skills
- Mature, self-motivated, well-organised, meticulous and result-oriented
- Good command of English, Cantonese and Putonghua

## **Project Officer, Programme Management**

### **Job Duties:**

- Support project work for a large-scale Government funding programme within an established timeframe and budget to encourage enterprises in using technological solutions to improve productivity and transform their business processes
- Assist in assessment of applications
- Prepare/ consolidate progress and final reports from the grantees for funding disbursement
- Support on-site checking of funded projects
- Assist in conducting seminars/webinars and promotional events
- Provide administrative support and enquiries, prepare data analysis and statistical reports, support marketing activities and new projects as assigned

### **Job Requirements:**

- Bachelor Degree in Computer Science, Business or related discipline
- At least 1 year relevant experience preferred
- Good analytical, writing, presentation, interpersonal and communication skills
- Proficiency in Microsoft Office and Chinese Word Processing
- Good command of both spoken and written English and Chinese
- Applicant may be considered for other positions if not matching the requirements of the subject position