



THE HONG KONG AWARD FOR YOUNG PEOPLE

香港青年獎勵計劃

IT PROJECT MANAGER (Ref. ITM/19/1)

The Hong Kong Award for Young People (AYP), formerly known as The Duke of Edinburgh's Award was established in 1961 as a local registered non-profit organization. AYP is a full license member of The Duke of Edinburgh's International Award Foundation which operates in more than 130 countries and territories.

AYP is committed to providing a non-formal education platform for young people to explore their full potential and take positive steps towards finding their purpose, passion and place in the world. To develop more diversified programmes for the young people and to enhance management efficiency, we need a comprehensive Information Technology (IT) modernization and system establishment, we are now looking for a high calibre candidate to fill up the post of IT Project Manager.

Key responsibilities:

- To oversee and manage all IT resources, system set up and establishment, to participate in procurement and tendering processes,
- To monitor the progress of projects, plan and participate in system integration test, user acceptance test, load test and disaster recovery drill, user training etc.
- To formulate, implement and review the organization's IT policies, regulations and to ensure operating efficiency and effectiveness, compliance with relevant requirements and adoption of the best practices,
- To develop and produce various kinds of documentations, to perform data analysis and extraction and generate ad-hoc reports,

Candidate should:

- possess a recognized university degree in Computer Science, Information Technology or related discipline,
- have a minimum of 5 years of relevant experiences in IT field with solid experiences in system set up and implementation in a sizable NGO will be a definite advantage,
- have experience in leading end to end solution design, development and project delivery,
- maintain awareness of relevant market trends and development,

- have strong analytical, problem-solving and interpersonal communication skills,
- possess good command of both written and spoken English and Chinese with Putonghua preferable,
- immediate availability is preferable.

Terms of employment

- A competitive remuneration package commensurate with the successful candidate's experience and qualifications on a 2-year contract will be offered.

Interested parties should send application letter and full CV with expected salary and available reporting date to the Chief Executive Officer by email to recruit@ayp.org.hk on or before **10 June 2019**. Prospective candidates are requested to undergo Sexual Conviction Record Check.

Candidates not invited for interview 2 months after the closing date may consider their applications unsuccessful.

Our website: www.ayp.org.hk