

## **HONG KONG INTERNET REGISTRATION CORPORATION LIMITED**

Hong Kong Internet Registration Corporation Limited (HKIRC) is a non-profit and non-statutory corporation responsible for the overall administration of “.hk” domain name system, a critical internet infrastructure in Hong Kong. HKIRC is also responsible for the cooperation with local and international bodies on issues relating to the development and administration of internet domain name systems.

HKIRC will organize community projects mostly related to digital inclusion, Internet security and public mission so as to promote the development and use of the Internet in Hong Kong and make more people in the community, including disadvantaged people, to use and have the knowledge to make good use of information technologies. We are looking for highly motivated, responsible, independent and proactive candidates for the post of:

### **Project Officer** *(for non-IT Projects)*

Reporting to the head of the team, the Project Officer will assist the team that manages and executes projects for the community and public mission on its administrative duty, also to explore new project opportunity and study the feasibility before the company moves on to start the project. The incumbent also builds relationship with local, regional and global players and stakeholders and has systematic thinking, attention to details and strong people skills in order to be successful in this role.

### **REQUIREMENTS**

- University graduate on Marketing, Business Administration, Information Technology or other relevant disciplines
- Minimum 1 year working experience
- Possessing experience of planning and formulating project plan, soliciting sponsorship or managing community project will be a definite advantage
- Superior writing and editing skills
- Strong emotional handling skill. Demonstrate the ability to remain calm and solution-focused manner in face of emerging difficulties
- Strong relationship across diverse groups of stakeholders
- Strong interest in latest developments in the internet market and technologies
- Embrace fostering a happy working environment
- Excellent verbal and written communication skills in both English and Chinese (Cantonese and Putonghua)

Candidates with less experience but good potential will also be considered.

Attractive remuneration and fringe benefits will be offered to the right candidates. Interested parties please send Resume with Expected Salary (a must) to HR Manager by email to: [recruit@hkirc.hk](mailto:recruit@hkirc.hk).

The employment agreement will be made with Hong Kong Domain Name registration Company Limited which is a wholly owned subsidiary of HKIRC. Please visit our company website [www.hkirc.hk](http://www.hkirc.hk) for more information.

(Personal Data received will be kept in strict confidence and only for recruitment purpose.)