

<b>Company Details</b>	
Company Name	The Tokio Marine & Fire Insurance Co. (HK) Ltd
Company Description	<p>The Tokio Marine and Fire Insurance Co. (HK) Ltd. ("TMF(HK)") is a member of Tokio Marine Group, one of the largest international insurance groups in the world.</p> <p>Tokio Marine's presence in Hong Kong can be dated back to 1879. The business has been growing together with the post-war economy of Hong Kong since 1953. TMF(HK) is now one of the top Marine Cargo insurance companies in Hong Kong with a credit rating of A (S&amp;P).</p>
Location	Admiralty
Classified Started Date	1 Jun 2023
<b>Job Details</b>	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	IT Governance & Project Officer
Department	IT
Job Category	IT
Job Description / Duties	<ul style="list-style-type: none"> <li>• Develop IT governance required documentation such as IT policies, processes and procedures based on corporate Governance requirements, international standards and Frameworks (eg. COBIT, ISO, ITIL, NIST, PMBOK etc)</li> <li>• Implement IT governance practices on daily operations and new projects of IT function</li> <li>• Act as facilitator between IT technical teams and business users by understanding both business processes and technology constraints, documenting user requirements</li> <li>• Performing cost/benefit analyzes, formulating project plans, tracking progress and making management report</li> <li>• Assist Head of IT Department to liaise with IT technical teams, business users, vendors and other stakeholders to coordinate project activities</li> <li>• Manage vendor agreements, monitor expenses and maintain proper documentations to ensure adequate management controls of IT function</li> <li>• Other ad hoc project as assigned by the Supervisor</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Bachelor Degree in Informational Technology / Computer Science / Business Analyst or relevant disciplines</li> <li>• Minimum 8 years' relevant experience in IT governance And project management jobs preferably in insurance or banking industry</li> <li>• Strong understanding on IT Service Management (ITSM), System Development Life Cycle (SDLC), IT governance frameworks (eg. COBIT) and project management methodologies (eg. PMBOK)</li> <li>• Excellent verbal and written communication skills, Including active listening and technical writing</li> <li>• Excellent logical-analytical skills and strong attention</li> </ul>

	<p>To details</p> <ul style="list-style-type: none"> <li>• Knowledge and experience in IT governance and project management is a must</li> <li>• Knowledge and experience of general insurance Operations is an advantage</li> <li>• Good communication and interpersonal skills with good written and spoken English &amp; Cantonese</li> </ul>
Application Method	Interested parties please send full resume with current and expected salary to <a href="mailto:hr@tokiomarine.com.hk">hr@tokiomarine.com.hk</a>
Application Deadline	31 Dec 2023
Year(s) of Working Experience	Minimum 3 years
Employment Type	Full Time, Permanent
Additional Benefits	Dental insurance, Double pay, Discretionary Bonus, Birthday Leave, Education allowance, Five-day work week, Life insurance and Medical insurance.