

THE HONG KONG RESEARCH INSTITUTE OF TEXTILES AND APPAREL

Project Manager (Research & Development) (Ref. No.: HKRITA-PM-11/21)

Reporting to the Director, Research and Development, the appointee will be required to (a) vet the applications for funding of R&D projects; (b) monitor on-going R&D projects, including technical and financial aspects and other project administrative tasks, prepare project updates and reports; (c) work closely with R&D researchers and personnel; coordinate with local and overseas universities, research institutions and business partners, handle enquires in a professional manner; (d) play a key role in R&D publicity events or programmes organized by HKRITA; (e) perform R&D functions including, project design and solicitation, proposal writing, business plan development, IP and information management, etc.; (f) support the development and implementation of Project Management Information System (PMIS); and (g) prioritize tasks based on their functions and importance; and perform other duties as assigned.

Applicants should (a) have a recognized degree, preferably in Textiles and Clothing; (b) have at least five years' relevant work experience, with experience in R&D, textile or fashion related industry being an advantage; (c) be highly-organized, capable of working under pressure with multi-task assignments; (d) have excellent interpersonal skill; and (e) be fluent in both written and spoken English and Chinese, with good command of Putonghua being an asset.

Applicants with less experience will be considered for the position of Project Officer.

Applicants should state their current and expected salary in the application. Salary offered will be commensurate with qualifications and experience. An initial 2-year contract will be offered to the successful candidate of the post. Re-engagement thereafter is subject to mutual agreement.

Applicants are invited to send detailed curriculum vitae in strict confidence to **Human Resources Manager, The Hong Kong Research Institute of Textiles and Apparel Limited, R906-8, Shirley Chan Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon.** (E-mail: recruit@hkrita.com). **Recruitment will continue until the position is filled.** HKRITA reserves the right to consider late applications and nominations, and to fill or not to fill the positions. Personal data provided by applicants will be used for recruitment and other employment-related purpose. Details of the Personal Information Collection Statement for recruitment can be found at <https://www.hkrita.com/career.php>.

**Please mark “PRIVATE & CONFIDENTIAL” and quote the position applied for and its reference number on the envelope.*

10 November 2021