

Vacancy

CLP Power Hong Kong Limited

Human Resources Department – CLP Power

Human Resources – Corporate Development

Capability Project Executive (1-Year Contract)

[Ref: CLPP-CD-HR-CPE]

CLP was founded in Hong Kong in 1901, at a time when electricity was still a novelty worldwide. Today we power millions of homes and businesses across the Asia Pacific regions. In Hong Kong, we operate a vertically-integrated electricity supply business providing a highly-reliable supply of electricity to 80% of the city's population. Outside Hong Kong, we invest in the energy sector in Mainland China, India, Southeast Asia, Taiwan and Australia. Our business includes power generation, transmission and distribution, and electricity and gas retail activities. Our goal is to meet Asia-Pacific's energy challenge in a sustainable manner from one generation to the next.

Applications are invited for a high caliber of Capability Project Executive in our Human Resources Department – CLP Power / Human Resources - Corporate Development. Reporting to the Senior Human Resources Manager – Corporate Development, the appointee will support the various strategic business and capability projects in corporate development to achieve business objectives of the Business Group. Key responsibilities include:

- Responsible to the recruitment cycle, monitor the data of productivity and performance of customer services staff to uplift people quality and ensure its alignment with our values of customer services excellence
- Plan and organize employee engagement programmes, and work with cross departmental colleagues to enhance staff engagement and ownership
- Plan, propose and organize the learning & development initiatives, e.g. orientation programme and regular training workshops, to close any gaps and build the needed capabilities in aligning with the business roadmap
- Lead the editorial board of the internal video newsletter to produce innovative and engaging newsletter in order to promote internal business initiatives. Ensure the quality and the schedule of the newsletter is being properly managed according to management's expectation
- Conduct research, monitoring and effectiveness measurement of internal programmes
- Assist in implementing other Corporate Development wide organization related programmes and other ad-hoc projects. For examples, people development programme, staff communication sessions, internal cultural programme and employee on-boarding

Requirement

- University Degree in Business Administration, Human Resources or related discipline
- A minimum of 5 years' working experience, preferably with exposure in people development in sizable organizations. Lesser year of experience will also be considered with the candidate of an exceptional strong project management skills and work independently
- A professional with good organization knowledge ranging from talent selection, training & development, performance evaluation to staff engagement
- Organization and execution skills to work various campaigns and projects under a tight schedule
- Excellent analytics and research skills

- Strong interpersonal skills to work with a wide range of internal stakeholders and manage appointed training consultants
- Good spoken and written Chinese and English, as well as strong interpersonal and communication skills
- Knowledge / Experience in photoshop and video editing is an advantage

Please apply by sending email to hrcd@clp.com.hk giving a detailed C.V., including career history, major achievements and personal attributes on or before **14 May 2021**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: HR-CPE_Last Name_First Name_Other Names (if applicable)

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <http://clp.to/engPICS>.

For further information on our company, please visit our website: <https://www.clpgroup.com/>

Date Exhibited: 7 May 2021
Date Withdrawn: 14 May 2021

Information Classification: PROPRIETARY
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