

**Senior Manager, Fintech
in the Investment Promotion Unit
of the Hong Kong Economic and Trade Office in San Francisco
(An office of the Hong Kong Special Administrative Region Government)**

(Salary: USD6,702 to USD11,246 per month)

Invest Hong Kong (InvestHK) is looking for a passionate professional to join its Global Fintech Team

InvestHK is the department of the Hong Kong Special Administrative Region Government tasked to attract and retain foreign direct investment in Hong Kong. Its dedicated Fintech Team promotes Hong Kong as one of the fastest-growing Fintech ecosystems and attracts and facilitates innovative Fintech companies to set up and expand in the city.

Hong Kong is now a premier hub for the overseas, local, and Mainland China's Fintech communities to meet and explore business opportunities. As one of the top global financial centres and business capital in Asia, Hong Kong acts as a launchpad both for Fintech companies eyeing regional opportunities in Asia and also for Mainland Chinese Fintech enterprises seeking international expansion.

The Roles

To demonstrate the business opportunities in the Fintech sector that can be seized by investors in and via Hong Kong, InvestHK is looking for an enthusiastic candidate to fill the important management position of Senior Manager, Fintech. With a strong drive for results and impact, the incumbent will be part of a specialist Fintech Team aiming to achieve performance targets, through reaching out to potential investors across the US and the Americas in collaboration with InvestHK's America teams and the Fintech Team based in our Hong Kong Headquarters along with key external stakeholders. The incumbent is expected to possess a deep understanding of the Fintech sector primarily in the US and also the other countries in the Americas and their general business environment. Being highly goal-driven and client-centric, the incumbent should demonstrate excellent sales, business development, client management, and social media skills.

You will need to demonstrate:

- good understanding of the Fintech sector;
- proven experience in implementing targeted promotional programs/events to align with the team's growth strategy and business priorities;
- strong project management skills and adaptability to manage multiple touchpoints and changes in priorities;
- previous experience in collaborating with both internal and external stakeholders, including government bodies on event management, clients support, and marketing programmes;
- ability to work independently under pressure to meet performance targets and as a team player; and willingness to travel to Fintech hubs in the US and the rest of the Americas.

Job Description

The Senior Manager, Fintech is responsible for the delivery of InvestHK's investment promotion mission, as well as providing facilitation services to attract Fintech companies, primarily from the US and also other parts of the Americas, e.g. Canada, Mexico, Latin America to set up or expand business in Hong Kong. The incumbent is expected to possess sound knowledge of and experience in working within the Fintech ecosystem in the US, in the Americas, or elsewhere.

Reporting to the Head, Investment Promotion Unit (San Francisco), the Senior Manager, Fintech will be responsible for the following duties:

- (a) To support Head, Investment Promotion Unit (San Francisco), Head of Fintech, and InvestHK's teams in the US and the Americas in developing and implementing a business plan to attract Fintech companies, investors, talent, entrepreneurs, incubators, accelerators, and innovation labs (in Fintech sub sectors including Wealthtech, Credit Tech, Insurtech, Blockchain, and Regtech) to establish a physical presence in Hong Kong, expand their business operations in Hong Kong, and promote the city as a global hub for Fintech;
- (b) To perform active business development and sales roles in support of the business plan;
- (c) To establish a strong online presence and thought leadership through the active ongoing use of online channels such as Social Media (e.g. LinkedIn, Twitter), video interviews, etc. in support of the business plan;
- (d) To respond promptly to enquiries from clients by providing advice and assistance and connecting them with relevant stakeholders in the Fintech community to facilitate their set-up and expansion in Hong Kong;
- (e) To identify relevant externally organised promotional events for InvestHK's participation and help organise promotional programmes initiated by InvestHK, such as the Hong Kong Fintech Week by following up on production timelines, liaising with event organisers, marketing and Public Relations (PR) agencies and vendors, and other tasks as required to facilitate a successful event;
- (f) To build a strong network, both offline and online, and a close working relationship with Fintech startups/scaleups and key stakeholders in the startup and Fintech community primarily in the US and the Americas. This will include outreach work, online channels (e.g. LinkedIn/Twitter) supporting and attending relevant events and engaging with organisers, speakers and participants;
- (g) To work closely with the Fintech Team and other InvestHK teams in other countries in staging Fintech events, and to manage event sponsorships;
- (h) To arrange and conduct business visit programme to targeted companies and organize/support investment promotion visits by InvestHK staff;
- (i) To build market knowledge and expertise in Fintech, analyse market intelligence, research latest trends and developments and speak at events to build InvestHK's thought leadership in Fintech;
- (j) To carry out administrative work and resource management within the budget allocated;
- (k) To support activities of Hong Kong Economic and Trade Office in San Francisco as and when required; and
- (l) To carry out other work as required by the management from time to time.

Entry Requirements

- (a) A Bachelor's degree or equivalent, preferably in business administration, finance, computer science, mathematics, economics or international marketing, or related fields; a higher degree (or equivalent) would be an advantage;

- (b) Minimum of three years of experience in account management, journalism (in the Fintech industry preferably), business development, marketing and project management within financial services, media or technology industry, or foreign direct investment promotion*; Preference would be given to those candidates with five years of relevant experience, or more;
- (c) Knowledge and good understanding of Fintech and startup ecosystems and experience in working with or in the Fintech startup community in the US (or elsewhere). Investment promotion or economic development experience would be an advantage;
- (d) Experience of living and/or doing business in Hong Kong would be an asset;
- (e) Good networks within the US's Fintech startup ecosystem is desirable;
- (f) Excellent communication skills in English;
- (g) Willing to travel within the US; and
- (h) Eligible to take up employment in the US.

* The selected candidate with more than three years of relevant experience may be appointed at a higher salary

Term of Appointment

15-month fixed term contract, starting from January 2022, under a 15-month Fintech promotion project.

Benefits

- (a) Medical and dental insurance coverage (insurance premium to be shared by employer and employee on a 85:15 basis);
- (b) vacation leave; and
- (c) 10% end-of-contract gratuity, to be paid upon satisfactory completion of the employment contract.

Application

Please complete an application form which can be downloaded from www.hketosf.gov.hk and send application form by postal mail to the Office Manager at 130 Montgomery Street, San Francisco, CA 94104, U.S.A.

Applications should reach the Hong Kong Economic and Trade Office in San Francisco by postal mail on or before on November 5, 2021.

Candidates who are shortlisted for a selection interview will receive an invitation in due course. All applicants, including those who are not residing in San Francisco, should make their own arrangements to attend the selection interview, if invited, at their own expense. Only shortlisted candidates will be notified of the result of application. If a candidate is shortlisted for a selection interview, original copies of certificates and transcripts of education, record of previous employment and written reference letters must be provided.

Enquiries

Any enquiries concerning the post should be sent to the Hong Kong Economic and Trade Office, San Francisco by post or by e-mail to office@hketosf.gov.hk.

General Notes

- (a) This is not a post on the civil service establishment. The candidate appointed is not on civil service terms of appointment and conditions of service. He/she will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (b) The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (c) It is Government policy to place people with a disability in appropriate jobs wherever possible. Applicants with a disability are considered on equal terms with other applicants. If an applicant with disability is found suitable for employment, she/he will be given an appropriate degree of preference for appointment over other applicants.