

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Approaching its 30th anniversary, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Project and Facility Manager (Ref: 2400426) Estates Office

The appointee will be responsible in the overall project management of capital works projects, alterations, additions & improvement (AA&I) projects as well as other minor works and repairs and maintenance works on the University campus and other venues managed by the University for ensuring the projects are delivered within budget, in a timely, quality and safe manner. He/she will supervise a team of professionals and supporting staff to perform the various estates-related functions. He/she is also required to prepare briefs and development proposals and conceptual designs with indicative budget estimation for campus planning, development, modification works and improvement projects; liaise with government departments, project stakeholders and end-users in all matters and incorporate their requirements into the planning and design of the projects; provide support and offer advice for events, estates management operations; assist in the formulation, implementation and review of facilities, space, safety and environmental management strategies, policies and procedures in support of the vision and development of the University; oversee staff deployment, workload distribution, staff supervision of the Project and Facility Management Section of the Office; manage planned maintenance, routine maintenance and ad hoc repair works for the building fabric; manage and evaluate the design/technical proposals of the architects/consultants and supervise the performance of consultants, contractors and other related parties; monitor project progress, ensure standard of workmanship, exercise cost and expenditure control, etc. for the smooth implementation of the works; maintain a high level of health, safety and environmental standards of the campus during project implementation; and perform other duties as assigned from time to time.

Applicants should have a recognized degree in Architecture, Building Surveying, Building Studies or equivalent plus relevant professional qualifications (e.g. HKIA / HKIS / AP) with relevant substantial post-qualification experience of which at least 8 years' in the administration and implementation of both major capital works contracts and minor works projects, preferably in a local tertiary institution or a government-funded organization; be highly self-motivated and able to work under pressure; strong leadership and supervisory skills; strong competence of working independently and be able to work with internal and external stakeholders of the University at all levels; strong planning, organization and interpersonal skills with good communication and presentation skills in both English and Chinese; possession of sound experience in handling term contracts for minor or maintenance works, facilities management as well as Government funded / subvented major and minor capital works projects is a strong advantage. Shortlisted candidates may be required to sit for a written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **14 May 2024**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

EdUHK is an Equal Opportunities Employer.