

Project and Facility Officer (Project and Facility Management) (Ref: 2200962) Estates Office

The appointee will be responsible for the implementation of the minor works, alterations, additions and improvement (AA&I) projects as well as other repairs and maintenance works on campus and other study centres to ensure the projects are delivered within budget, in a timely, quality and safe manner. He/she is required to prepare space planning proposal and other technical design proposals with indicative budget estimation for the projects under the management of the Estates Office; manage and evaluate design/technical proposals from consultants; liaise with government departments, project stakeholders and end-users in all matters relating to campus projects; administer the tendering process; supervise the performance of consultants, contractors and other related parties and monitor project progress, standard of workmanship, safety and environmental performance, cost and expenditure control, etc. for the smooth implementation of the works; update the central archive system for as-built drawings; and perform other duties as assigned.

Applicants should have a higher diploma in Building Studies, Building Surveying, Interior Design, Architectural Studies or related disciplines or equivalent with at least 7 years of relevant full-time working experience; be proficient in AutoCAD and Microsoft Office applications; have experience in construction and renovation/ fit-out projects; and with good communication skills in both English and Chinese. Possession of qualifications or knowledge relating to term contracts for maintenance/minor works and construction safety is an advantage. Shortlisted candidates may be required to sit for a written test.

Applicants who have responded to the previous advertisement of the same position (Ref: 2200854) need not re-apply.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental 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 **13 October 2022**. 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.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.