

Assistant Project and Facility Manager (Ref: 2300512) Estates Office

The appointee will be responsible for assisting the Project & Facility Manager in the overall project management and coordination of capital works projects, alterations, additions & improvement (AA&I) projects as well as other minor works and repairs and maintenance works on campus and other study centres, for ensuring the projects are delivered within budget, in a timely, quality and safe manner. 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. He/she should manage and evaluate the design/technical proposals of the architects/consultants; liaise with government departments, project stakeholders and end-users in all matters and incorporate their requirements into the planning and design of the projects. He/she is also required to administer the tendering process; supervise the performance of consultants, contractors and other related parties and 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; update the central archive system for as-built drawings; and perform other duties as assigned from time to time.

Candidates should have a recognized degree in Architecture, Building Surveying, Building Studies or equivalent with at least 5 years' relevant post-qualification working experience in building construction and large scale fitting-out/ renovation projects. Possession of a relevant professional qualification and knowledge relating to term contracts for minor works system and construction safety is an advantage. They should be highly self-motivated, able to work under pressure, independent and with minimum supervision. They should have a high degree of proficiency in using AutoCAD and MS Office applications; strong planning, organization and interpersonal skills with good communication and presentation skills in both English and Chinese. 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 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 **2 June 2023**. 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>.

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