

Assistant Project and Facility Manager (Ref: 2501195) Estates Office

The appointee will be responsible for providing technical support for the implementation of major capital works projects, alterations, additions & improvement works, and other routine repairs and maintenance works on campus and other study centres. The appointee will be required to:

1. carry out routine quality inspections of the building works and check for conformity with the drawings, specification, contract requirements and relevant statutory requirements; report and record all unsatisfactory works and supervise the defects rectification;
2. monitor the standard of workmanship against the contract documents and good building practice in Hong Kong; identify and alert any potential quality problems in advance;
3. monitor all health, safety and environmental aspects of the Contractors' works; report and record all non-compliance and coordinate with Contractors for prompt follow-up actions;
4. assist in monitoring progress of works on site against the approved programme;
5. assess, supervise and monitor the performance of Contractors and other related parties;
6. liaise with users and project team on all site matters;
7. work during non-office hours and holidays as may be required;
8. travel outside of Hong Kong and undertake work as assigned by the University, where necessary; and
9. perform any other duties as assigned by supervisors from time to time.

Candidates should have a higher diploma in Building Studies or equivalent with at least 7 years relevant post-qualification experience in handling both large-scale alterations and additions works and major capital works projects. Those with more experience will definitely be advantageous. Possession of solid and extensive experience in both minor works term contracts and major capital works subvention projects at supervisory grade in local institutions is essential. Holding qualifications relating to construction safety is an advantage. They should be highly self-motivated, independent and have an uncompromising integrity with good supervisory and communication skills to coordinate the works with all stakeholders. 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 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Project and Facility Officer in the University.

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 **26 December 2025**. 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/jobsoff/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.