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 learning and teaching through a diverse offering of academic and research programmes up to doctoral level in teacher education and complementary disciplines, such as the social sciences and humanities. The University aspires to further enhance its role as a leading university in the Asia Pacific region and beyond, with a focus on educational research, development and innovation, and recognized for its excellence in nurturing outstanding and caring professionals as well as 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 16 academic departments, as well as various University-level and Faculty-level research and professional development centres. 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.

**Associate Director of Estates** *(Ref: ADE/EO/0819)*

**Estates Office**

The appointee will be reporting to the Director of Estates (DE) and assist him in overseeing the operations of the Estates Office and making day-to-day decisions on all operational matters as well as 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. He/she will lead a team of professionals and supporting staff to perform the various estates-related functions assigned by DE including campus planning, management of capital and development projects, additions, alterations, repairs and maintenance works, infrastructure, transportation, facilities management and associated logistic arrangements of the Tai Po campus and other premises to ensure safe, efficient and effective utilization of the University's space, physical and financial resources.

The appointee will also assist the DE in communication with the University community on any estates matters including campus usage, transportation and facilities management, liaison with the Government and other external bodies to fulfill the duties of the Estates Office and in the course of the delivery of different functions; and to deputize DE in assuming the full role of managing the University’s estate-related functions in the absence of DE if needed.

Applicants shall have a recognized degree or above in Architecture, Building Surveying or related disciplines plus relevant professional qualifications (e.g. HKIA / HKIS / AP) with at least 15 years of post-qualification relevant working experience in which at least 8 years should be working in tertiary education or public institutions; substantial experience in a managerial position in sizeable institutions; proven experience in the administration and implementation of works contracts including term contract for minor works projects; familiarity with policies and practices on estates management in UGC-funded institutions and/or public sector; strong leadership and supervisory skills; strong competence of working independently and under pressure; effective communication and abilities to work with internal and external stakeholders of the University at all levels; and proficiency in both English and Chinese. Possession of experience in space planning, facilities management as well as Government funded / subvented major capital works projects is a strong advantage.

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, and where applicable, housing benefits.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro3@eduhk.hk or by post to the above address on or before **23 August 2019**. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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?clang=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.