

Assistant Project and Facility Manager (Ref: 250023) 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 of building services systems 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 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; 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 the 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 higher diploma in Building Services/Mechanical/Electrical Engineering or related disciplines 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.

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 **24 January 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/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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