

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 teacher education and related disciplines through a diverse offering of academic, professional and research programmes. The University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing 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 15 academic departments, as well as two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres 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: 2500178) Estates Office

The appointee will be reporting to the Director of Estates (DE) and assist him/her 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 continual development of the University. He/she will supervise a team of professionals and supporting staff to perform the various estates-related functions assigned by DE including campus planning, management and development, 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, other premises in the Territory and beyond Hong Kong to ensure safe, efficient and effective utilization of the University's space, physical and financial resources.

The appointee will also assist DE in communication with the University community on any estates matters including campus usage, environmental and safety management, transportation and facilities management, sustainability matters, 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, Engineering or related disciplines plus relevant professional qualifications (e.g. HKIA / HKIS / AP / HKIE) with at least 15 years post-qualification relevant working experience in which at least five years should be working in tertiary education or public institutions; substantial experience in a managerial position in sizeable institutions; proven experience in the management of campus facilities and administration and implementation of works contracts including both major capital works and term contracts 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; well proven decision making ability and 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 relevant academic/professional qualifications in housing/facility management, 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.

The initial appointment will be on a three-year fixed-term contract [applicable to internal and external successful candidates]. Re-appointment thereafter will be subject to mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing 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. **Review of applications will start from 18 February 2025, and will continue until the post is filled.** 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

EdUHK is an Equal Opportunities Employer.

