

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS DEVELOPMENT OFFICE

Post Specification

Project Officer[Re-advertisement] (Ref. 96122)

Duties

The appointee will be required to:

- (a) assist in the planning and implementation of capital projects and alterations and additions projects;
- (b) prepare sketches, 3D rendering, working drawings, presentation drawings, models and other technical details relating to building and construction works and structural works;
- (c) conduct site visits and monitor progress of maintenance, improvements and additions projects;
- (d) liaise and coordinate with relevant departments to facilitate implementation of alterations and additions projects;
- (e) assist in the preparation of works orders and site instructions to contractors;
- (f) assist in checking of payment bills submitted by contractors; and
- (g) update record drawings.

Qualifications

Applicants should have:

- (a) a recognised degree/diploma in Architecture/Building/Construction disciplines or equivalent plus at least three years of relevant experience in design and preparation of architectural drawings, and site supervision;
- (b) knowledge of AutoCAD; and
- (c) good command of written and spoken English and Chinese.

Preference will be given to those with good 3D Studio and Photoshop skills.

[Applicants who have responded to the previous advertisements on 26 October 2007 and 21 November 2007 need not re-apply.]

Remuneration

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application. Remuneration package will be highly competitive.

8 January 2008