

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS DEVELOPMENT OFFICE

Post Specification

Senior Project Manager (Contracts Management and Cost Assurance) (Ref. 21101508-IE)

Duties

The appointee will be required to:

- (a) oversee the operation of the Section and manage external consultants and in-house staff for the provision of pre- and post-contract administration services, in particular on cost control of variations, monitoring of contracts, claims administration and finalisation of project accounts;
- (b) lead and monitor the external consultants to ensure their performance meet the requirements;
- (c) assist in the financial planning and funding applications as well as prepare project cost estimation, works budget and cash flow projection for Capital, Alterations, Additions & Improvements (AA&I) and Alterations and Additions (A&A) projects;
- (d) manage central procurement, advise procurement/tendering strategy and assist in tender assessment;
- (e) advise, formulate and review the standards and specifications, regulations as well as procedures on procurement, tendering and contract administration;
- (f) supervise professional/technical staff; and
- (g) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree in Construction Economics, Quantity Surveying or a related discipline plus at least ten years of solid and extensive managerial/relevant experience in quantity surveying/contract administration, preferably with experience in handling government or subvented projects;
- (b) be a corporate member of the Hong Kong Institute of Surveyors (Quantity Surveying Division);
- (c) have a good command of both written and spoken English and Chinese, with fluency in Putonghua; and
- (d) have excellent interpersonal and presentation skills as well as the ability to work independently and under pressure.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 22 October 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

15 October 2021