

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS DEVELOPMENT OFFICE

Post Specification

Project Manager (Contracts Management and Cost Assurance) (Ref. 21101509-IE)

Duties

The appointee will be responsible for the contracts administration, provision of professional and technical services in financial planning, funding applications, cost control and consultant management of Capital, Alterations, Additions & Improvements (AA&I) and Alterations and Additions (A&A) projects. He/She will be required to:

- (a) provide pre- and post-contract administration services, in particular handling variations, claims and finalisation of project accounts;
- (b) prepare documents for consultancy services agreements, as well as monitor and manage the performance of consultants for meeting the required standard;
- (c) prepare budget and submissions to various committees/authorities for Capital, AA&I and A&A projects;
- (d) provide technical audits and other supporting services;
- (e) supervise technical staff; and
- (f) 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, or in Quantity Surveying related discipline;
- (b) have eight years of relevant experience in quantity surveying/contract administration; preferably with experience in handling government or subvented projects;
- (c) be a corporate member of the Hong Kong Institute of Surveyors (Quantity Surveying Division);
- (d) have a good command of both written and spoken English and Chinese; and
- (e) be able to work independently and under pressure.

Preference will be given to those with knowledge of BIM and related software.

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