

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **CAMPUS DEVELOPMENT OFFICE**

### **Post Specification**

#### **Project Manager (Project Management Section) (two posts) (Ref. 21101510-IE)**

#### **Duties**

The appointees will be required to:

- (a) manage, administer and monitor Capital and Alterations and Additions (A&A) works from inception to completion, including design and preparation of necessary drawings, specifications and briefs for new buildings, conversions and/or modifications, issuing works orders, purchasing orders, funding applications and controlling the cost;
- (b) assess and develop consultants' proposals, prepare documents for consultancy services agreements as well as monitor and manage the performance of consultants and contractors to ensure their performance is up to the required standards;
- (c) co-ordinate and liaise with service units and user departments of the University, the Government and external bodies on capital works, maintenance as well as improvement and alteration projects;
- (d) enforce proper site management including but not limited to monitoring the progress of works on site, and co-ordinating with consultants, site staff and contractor(s) on implementation of works across various trades in architectural, structural and building services, particularly on prompt consolidation and arrival of solution to site problems;
- (e) assist in formulating construction-related health and safety procedures, rules and guidelines;
- (f) assist in space planning and development of the University's facilities/buildings and long-term accommodation requirements in support of its strategic and general development;
- (g) prepare and maintain standards relating to architectural design and statutory requirements relating to all types of works;
- (h) establish the quality and statutory standards in A&A and improvements works and co-ordinate with the Campus Facilities and Sustainability Office in maintaining the standards;
- (i) supervise professional/technical staff and provide professional advice and support to members of other sections; and
- (j) perform any other duties as assigned by the Director of the Office or his delegates.

## Qualifications

Applicants should:

- (a) have a recognised degree in Architecture or Building Surveying plus at least eight years of post-qualification experience;
- (b) be a qualified architect or a related professional;
- (c) have a good command of both written and spoken English and Chinese, with fluency in Putonghua; and
- (d) have good interpersonal and presentation skills.

## 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](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](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 positions are 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](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

15 October 2021