

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS DEVELOPMENT OFFICE

Post Specification

Project Manager (Structural Section) (Ref. 21101513-IE)

Duties

The appointee will be required to:

- (a) assist the Senior Project Manager to manage and administer the planning and development of the University's facilities/buildings and long-term accommodation requirements in support of its strategic and general development;
- (b) co-ordinate briefs/performance specifications, monitor the progress and quality assurance of Capital, Alterations, Additions & Improvements (AA&I) and Alterations and Additions (A&A) works as well as monitor the furnishing and fitting-out of new buildings and renovated accommodation;
- (c) manage, administer and monitor Capital, AA&I and A&A works from inception to completion;
- (d) ensure the stability, strength and rigidity of build structure for buildings to maintain its structural integrity and safety when executing works;
- (e) arrange the appointment of consultants and contractors, monitor and assess the consultants' proposals on projects, as well as supervise and co-ordinate the work of consultants and contractors, including the design and preparation of necessary drawings, specifications and briefs for conversions and modifications;
- (f) co-ordinate and liaise with service units and user departments of the University and establish the quality and statutory standards with the Government as well as external bodies on Capital, AA&I and A&A projects;
- (g) supervise professional/technical staff;
- (h) provide professional advice and support to members of other sections of the Office; and
- (i) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should:

- (a) have a recognised degree or above in Structural Engineering or a related discipline plus at least eight years of relevant post-qualification experience;
- (b) be a Registered Professional Engineer (RPE) in structural discipline;
- (c) have a good command of both written and spoken English and Chinese, with fluency in Putonghua;
- (d) have good interpersonal and presentation skills; and
- (e) be proactive and result-oriented, and must be able to formulate/implement plans independently and work 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