

THE HONG KONG POLYTECHNIC UNIVERSITY

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE

Post Specification

Senior Surveying Officer (Quantity) (Ref. 22012404-E4)
[to be appointed at the substantive level of Senior Facilities Officer]

Duties

The appointee will report to the Cost and Contract Section and be required to:

- (a) assist in managing/administering all pre-contract and post-contract quantity surveying services for alterations and additions as well as repairs and maintenance projects;
- (b) prepare estimates, specifications and tender documents;
- (c) assist in preparing tender reports and recommendations to Works Tender Board or other appropriate authorities;
- (d) assist in the valuation of interim payments and variations;
- (e) check quotations, variations, payment bills and final accounts;
- (f) liaise and co-ordinate with consultants on contract administration; and
- (g) perform any other duties as assigned by the Director of the Office or his delegates.

Qualifications

Applicants should have:

- (a) an associate degree/a higher diploma, preferably a recognized degree, in Building Studies/Surveying or a relevant discipline plus at least five years of relevant working experience preferably in the field of quantity surveying gained in consultancy firms;
- (b) the ability to work independently;
- (c) good communication, supervisory and interpersonal skills; and
- (d) the ability to communicate effectively in both written and spoken English and Chinese.

Applicants who have responded to the previous advertisement need not re-apply.

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 31 January 2022 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.

24 January 2022