

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **CAMPUS FACILITIES AND SUSTAINABILITY OFFICE**

### **Post Specification**

**Assistant Facilities Manager (Cost and Contract)** (Ref. 22031601-E4)

### **Duties**

The appointee will be required to:

- (a) supervise in-house staff in the provision of all pre- and post-contract quantity surveying services for works contracts and service contracts;
- (b) oversee the procurement process including the preparation of cost estimates and specifications as well as the compilation of tender documents to ensure the compliance with the procedures/regulations;
- (c) assist in reviewing the procurement process and providing suggestions to improve the operation efficiency and effectiveness;
- (d) manage and monitor the performance of the quantity surveying consultants;
- (e) assist in the preparation of tender documents and liaise with parties concerned in the tender submission process;
- (f) monitor the tender invitation process including preparation of tender analysis and reports to the Tender Board, University Grants Committee, Council and other appropriate authorities;
- (g) monitor the progress and oversee the process of contract administration, final accounts, quotation checking and payment of bills as well as assist in valuation of interim payments and variations; and
- (h) perform any other duties as assigned by the Director of the Office or his delegates.

### **Qualifications**

Applicants should:

- (a) have a recognised degree in Quantity Surveying with at least five years of relevant experience at supervisory level in quantity surveying/contract administration;
- (b) be a corporate member of The Hong Kong Institute of Surveyors (Quantity Surveying Division);
- (c) have good communication and interpersonal skills as well as the ability to work independently and under pressure; and
- (d) possess good leadership skills and team spirits.

Applicants who have responded to the previous advertisement(s) 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](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 March 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](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

16 March 2022