

THE HONG KONG POLYTECHNIC UNIVERSITY

FACILITIES MANAGEMENT OFFICE

Post Specification

Surveying Officer (Quantity) (Ref. 21043005-IE)
[to be appointed at the substantive level of Facilities Officer]

Duties

The appointee will be required to:

- (a) assist in preparing preliminary estimates, budgets, specifications and tender documents for alterations and addition works, repairs and maintenance works as well as minor works;
- (b) assist in preparing tender analysis and reports to Works Tender Board or other appropriate authorities;
- (c) assist in the valuation of interim payments and variations;
- (d) check quotations, variations, payment bills and final accounts;
- (e) liaise with consultants on contract administration; and
- (f) perform any other duties as assigned by the Director of Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree/associate degree/diploma/higher certificate in Building Studies, Surveying or a relevant discipline with at least three years' relevant working experience preferably in the field of quantity surveying gained in consultancy firms;
- (b) experience in measurement and valuation of electrical and mechanical works;
- (c) good communication, supervisory and interpersonal skills; and
- (d) the ability to communicate effectively in both written and spoken English and Chinese.

Applicants who are familiar with computer operation and software package application would be an advantage. Applicants with less experience will also be considered.

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.

30 April 2021