



香港善導會
The Society of Rehabilitation and
Crime Prevention, Hong Kong

Recruitment of Contract Post

Clerk of Works (Shau Kei Wan)

A minimum of 18-month full time contract up to July 2023

Key responsibilities

- As the Agency's key on-site staff representative to manage site works of the redevelopment of Shau Kei Wan House (SKWH) to JC Key House, Jockey Club "Craft Your Life Together" Co-living Community Project (JCCCP);
- Supervise site works to ensure all works, including but not limited to setting-out, builder, structural, E&M, environmental, fitting-out works and site safety, are up to required standards, within budget and on schedule;
- Identify discrepancies and irregularities, examine testing & commissioning activities, prepare defect lists for issuance to contractors and monitor rectification progress;
- Report to Building Project Manager, liaise and coordinate with internal & external stakeholders including funder, governing committees, consultants, contractors and supervisor to ensure smooth implementation of the project;
- Prepare progress reports, photo records and other related documents; and
- Perform any other necessary duties as assigned by Supervisors.

Requirements

- Post-secondary education in building studies, construction management or related disciplines, qualified member of HKICW is an advantage;
- Good command of spoken and written English and Chinese;
- Minimum 8 years' construction management experience, preferably gained in property developers, consultancy companies or government authorities;
- Strong in construction management, project development process, construction sequences and detail, basic knowledge in Hong Kong's building regulations;
- A good team player with strong leadership, problem solving, communication and organisational skills;
- Self-motivated, high integrity, innovative and able to perform multi-tasks within tight deadline; and
- Proficient in Microsoft Office and work-related software applications

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits plus **contract end gratuity will be offered to this post.** Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sracp.org.hk

(All information provided will be kept as confidential & only be used for recruitment related purposes)