



## Recruitment of Contract Post

### **Project Manager (Transitional Housing)**

*Contract Period: tentative 12 months*

The appointee will provide support to the Senior Management in overseeing project implementation of the transitional housing projects (the projects) with a view to ensuring timely and quality project delivery.

#### **Key responsibilities:**

- ◆ Close liaison and coordination with internal and external stakeholders, including consultants, contractors, Transport and Housing Bureau, government authorities and local community, to ensure smooth implementation of the projects.
- ◆ Oversee the construction projects, including but not limited to reviewing consultants' designs, contractors' technical submissions and site works, and provide architectural support to ensure all works are up to the required standards of aesthetics, materials, workmanship, coordination and environmental performance.
- ◆ Monitor the design quality, statutory compliance, budget control, schedules and deadlines of the projects.
- ◆ Handle tendering procedures, contract administration, progress reports, meeting papers and other related documents.
- ◆ Provide professional support on project delivery, post-occupancy survey and review to consolidate experience and design feedback for future enhancement of transitional housing projects.
- ◆ Render other professional support to the Agency as assigned by the Seniors.

#### **Requirements**

- ◆ Local chartered professionals of architectural disciplines with at least 1 year of relevant post-qualification working experience.
- ◆ Experiences on Modular Integrated Construction (MiC) and transitional housing projects are highly preferred.
- ◆ Strong in construction project planning, implementation and site management, in particular town planning procedures, development process, construction sequences and details. Solid experience in NGO, redevelopment or residential project is preferred.
- ◆ Well versed with Hong Kong's building regulations.
- ◆ Good command of spoken and written English and Chinese.
- ◆ Proficiency in MS Office applications and project management software tools.
- ◆ Knowledge of BIM and CADD software is an advantage.
- ◆ A good team player with strong leadership, problem solving, communication and organisational skills.
- ◆ Self-motivated, high integrity, innovative and is able to perform multi-tasks within tight deadline.

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to [recruit@sracp.org.hk](mailto:recruit@sracp.org.hk).

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