

Recruitment of Contract Post

Facilities Management Supervisor (Wan Chai)

Reporting to the Head of Buildings & Facilities Management, the appointee will act as the key coordinator in planning, implementing and monitoring major and minor capital projects of the Agency, with a view to ensuring continuous improvement of facilities operations and optimal utilisation of resources.

Key Responsibilities

- Plan, implement and monitor capital projects (including but not limited to Lotteries Fund projects and purchase of furniture and equipment), building services installations, and repair / maintenance / alteration / addition / improvement / renovation works of the Agency and Block Grant (BG) procurement;
- Monitor the performance of consultants / contractors / service providers to ensure timely and quality completion of capital projects in compliance with procedural requirements and contract specifications;
- Follow up matters related to insurance and tenancy agreements of service units, as well as matters related to licensing, registration, application of certificate and structural inspection for service units; and
- Provide facilities management and building services related input on new projects.

Incumbent Requirements

- Recognised degree in Architecture / Engineering / Surveying / Building Studies / Facilities Management or related disciplines;
- Proficient in both spoken and written English and Chinese;
- Over 5 years' work experience in building maintenance or project management in renovation and fitting out projects in which minimum 2 years' supervisory experience;
- Mature, proactive, responsible, multi-tasking, attentive to details, well-organised and result-oriented;
- A good team player with excellent communication, interpersonal, organisational and negotiation skills
- Ethical with high degree of integrity;
- Proficiency in PC applications (including MS Office and other work-related software) and Chinese word processing.

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@sidebyside.org.hk.



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

(Registered Company Name: The Society of Rehabilitation and Crime Prevention, Hong Kong
(Incorporated with limited liability by guarantee))