

Recruitment of Contract Post

Temporary Facilities Management Officer (Wan Chai)

Contract Period : 3 months

Key Responsibilities

- To manage capital projects (including but not limited to Lotteries Fund project 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;
- To 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;
- To follow up matters related to insurance and tenancy agreements of service units;
- To assist in licensing, registration, application of certificate and structural inspection for service units;
- To organize and implement repair, maintenance and improvement works; and
- To participate in ad hoc projects and tasks as assigned by the superiors.

Requirements

- Post-secondary or above in Electrical / Mechanical / Building Services Engineering or related disciplines;
- Minimum 3 years' relevant experience in project management, facilities management or building maintenance field;
- Holder of Green Card / Registered Electrical Worker Certificate Grade A or above is preferred;
- Good interpersonal skills with strong sense of responsibility;
- Be able to work independently;
- Good command of both spoken and written English and Chinese; and
- Proficient in PC applications including MS Office, other work-related software and Chinese word processing.

Interested candidates are invited to submit application letter indicating his/her suitability to fill the above position(s) with full resume, present and expected salary, date of 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
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