

Recruitment of Contract Post

Facilities Management Officer (Wan Chai) (Ref.: FMO /BFMD)

Key Responsibilities

- Manage 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;
- Assist in licensing, registration, application of certificate and structural inspection for service units;
- Organize and implement repair, maintenance and improvement works; and
- Participate in ad hoc projects and tasks as assigned by the superior.

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.
- Proficient 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 and 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)

