

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Senior Manager (Campus Management) (Ref: 2401103) Estates Office

The appointee will be responsible for overseeing and managing the Campus Management Section to ensure its smooth running of all day-to-day services on campus and other venues managed by the University, including but not limited to security, access control, transportation, carpark management, event management, crowd control, sports facilities and venue management, quarters and accommodations management, landscaping, campus cleaning, housekeeping, crime prevention, emergencies, etc. He/She shall develop effective procedures, manuals, and work instructions for the implementation of University's policies, codes of practices, safety and environmental management objectives, and guidelines in managing the University's premises; liaise with Government Departments, external bodies and relevant stakeholders in relation to the campus operation matters; prepare and execute contingency/ crisis management plan, formulate risk assessment and improvement plans; supervise a team of property managers and supporting staff to perform the various estates-related functions, oversee staff deployment, workload distribution, provide training and enforce discipline when necessary; prepare financial budget, exercise cost and expenditure control; manage the tendering process for service contracts and supervise the performance of the service contractors and other related parties; maintain a high level of health, safety and environmental standards of the campus; and perform other duties as assigned from time to time.

Applicants should have a recognized degree in Property/ Facility Management or equivalent plus a relevant professional membership in property and facilities management with substantial post-qualification experience of which at least 8 years must be at supervisory level at sizable organizations with experience in supporting major corporate events/ functions. Possession of proven solid working experience in a local tertiary institution or a government-funded organization is a strong advantage. He/ She should have high initiative and be conversant with building and facility management regulatory requirements and practices with strong leadership and supervisory skills, be a highly independent administrative leader with an excellent command of English and Chinese, and strong communication, presentation, organization, interpersonal and excellent relationship management skills. Shortlisted candidates may be required to sit for a written test.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits. The appointee will hold a substantive rank of Property and Facility Manager in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 5 November 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

EdUHK is an Equal Opportunities Employer.