

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. 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 two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres and Faculty-level research and professional development centres. 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.

Assistant Director of Estates (Ref: 2500592) Estates Office

The appointee will assist the Director of Estates (DE) in overseeing the operations of the Estates Office, developing and executing sustainability strategies that align with EdUHK's mission and goals including but not limited to overseeing sustainability projects and promoting sustainable practices across campus to foster a culture of sustainability within the University, improving the campus environment to promote a healthy campus, enhancing the reliability and energy efficiency of essential infrastructural services and systems. He/she will supervise a team of professionals and supporting staff to efficiently execute various estates-related functions including campus planning, management of capital and development projects, additions, alterations, repairs and maintenance works, facilities management, transportation, space management and logistic arrangements of the Tai Po campus and other premises to ensure safe, efficient and effective utilization of the University's space, physical and financial resources. The appointee will also assist DE in making day-to-day decisions on all operational matters as well as the formulation, implementation and review of strategies, initiatives, policies and procedures related to facilities, space, safety, sustainability and environmental management, communicating with the University community on any estate matters and liaising with the Government and other external bodies to fulfill the duties of the Estates Office; and perform other duties as assigned from time to time.

Applicants shall have a recognized degree or above in Building Services Engineering or related disciplines plus relevant professional qualifications with at least 12 years' post-qualification relevant working experience in which at least 5 years should be working in tertiary education or public institutions. Candidates should have substantial experience in a managerial position in sizeable institutions with proven experience in the administration and implementation of both major capital works contracts and term contracts for minor works projects; familiarity with policies and practices on estates management in UGC-funded institutions and/or public sector; strong leadership and supervisory skills; strong competence of working independently and under pressure; effective communication and abilities to work with internal and external stakeholders of the University at all levels; and proficiency in both written and spoken English and Chinese. Possession of sound experience in handling term contracts, facilities management as well as Government funded / subvented major and minor capital works projects is a strong advantage. 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 Senior Manager (Estates and Project Management) 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 on or before **27 June 2025**. 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.