



**救世軍** 港澳軍區  
**The Salvation Army**  
Hong Kong and Macau Command

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The Salvation Army is an international Christian church and charity working in 131 countries and areas and has been serving Hong Kong for over 85 years providing an extensive range of services which spans educational, social as well as Christian. We are called to preach the gospel of Jesus Christ. We are dedicated to supporting the people in need in Hong Kong, Macau and Mainland China without discrimination; and strive to respond to local needs, emergencies and disasters with the love of God.

We are now inviting a high caliber professional to fill the following position:

### **Project Manager (Educational Services)**

#### **Property Department**

(Reference No.: Ref: PMES/PD/10-19)

#### **RESPONSIBILITIES**

1. Being in-charge of the project development and maintenance works for premises of education services units
2. Provide professional advice on renovations of existing facilities and construction of new facilities, conduct feasibility study and evaluation to identify possible procurement strategies and solutions
3. Manage preparation of tender documents and coordinate with the works from initial stage to completion
4. Supervise the contractors and site workers to ensure the progress of site works
5. Technical support and the overall administration of repair and maintenance works by preparing and reviewing the project progress, including scope and demarcation of works, schedule management, risk identification and mitigation
6. Liaise with the Government Departments to comply with the statutory requirements and standards
7. Perform any other legitimate duties assigned by supervisor and management

#### **REQUIREMENTS**

1. An understanding of the Christian faith, values and ethos of The Salvation Army
2. Degree of Architectural, Building Surveying, Civil engineering or related discipline
3. Possess professional qualifications i.e., MHKIA, MHKIS preferable
4. A minimum of 8 years of working experience in project management, with relevant experience in Education sector is preferable. Candidates with lesser experience will be considered as Assistant Project Manager.
5. Possess adequate knowledge of relevant regulations and submission procedures
6. Excellent communication, negotiation, supervisory and interpersonal skills
7. Good command of both written and spoken English and Chinese

8. Good command of AutoCAD, Microsoft Word, Excel, Powerpoint, Project, etc.
9. Able to work independently and under pressure
10. Work overtime as and when required

**Application Procedure**

Please apply with full resume, stating clearly current and expected salary, to the **Group Human Resources Director, The Salvation Army Hong Kong and Macau Command, 6/F Human Resources Department, 11 Wing Sing Lane, Yaumatei, Kowloon** by quoting reference number on the envelope or email to [career@hkm.salvationarmy.org](mailto:career@hkm.salvationarmy.org)

All information provided will be treated in strictest confidence & used for recruitment purpose only. All unsuccessful applications will be kept for a period of no longer than two years after completion of the recruitment exercise