



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

This job advertisement is available in English only.
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The Salvation Army is an international Christian church and charity organization operating in 132 countries and areas and has been serving Hong Kong for 90 years providing an extensive range of services including Social Service, Education, Recycling Programme as well as Christianity. 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 high caliber professional to apply for the following position:

Project Manager
Property Department
(Reference No.: PM/PD/01-21)

RESPONSIBILITIES

- Take lead for project planning and managing execution of multi-disciplinary projects from inception to handover with high quality, within schedule and budget
- Perform feasibility study, investigation, analysis, preparing reports & annual budget
- Manage preparation of tender documents and coordinate with the works from initial stage to completion
- Supervise the works as well as to oversee all technical aspects from government submission, tender document and drawing preparation; contract administration, implementation, ensure all works meet government regulations/code requirement for all projects
- Liaise with Government Departments to comply with the statutory requirements and standards
- Work closely with different internal departments, project team, consultants and contractors to ensure all works to be delivered on time
- Monitor the performance and work schedule of consultants and contractors
- Evaluate the technological standards meeting the Army's requirements
- Evaluate the cost and quotations/tenders for the projects, including post-contract variation and valuation
- Manage full consolidation with all stakeholders
- Perform any other legitimate duties assigned by the Supervisors or Leadership of the Army

REQUIREMENTS

- An understanding of the Christian faith, values and ethos of The Salvation Army
- Degree or above in Surveying, Architectural Studies, Urban Planning, Urban Studies or related disciplines; with professional membership in HKIA, HKIS, HKIP or related disciplines
- Minimum 8 years' working experiences (including 5 years' post qualification) on project management, coordination, planning process, building control and architectural design
- Solid experiences in overall planning process, such as Planning application (s.16), Amendment of Plan (s.12A) under Town Planning Ordinance (Cap. 131) and handle all relevant technical assessments
- Experience in managing main contractors and lead consultant is essential
- Experience in handling project on Government's funding projects, especially on social sector is an advantage
- Conversant with Town Planning Ordinance (Cap. 131) and Building Ordinance (Cap. 123) & other relevant regulations and code of practices
- Familiar with project management software tools, such as Primavera, Microsoft Project and Building Information Modelling (BIM) would be an advantage
- Excellent organization and interpersonal skills
- Good command of both written and spoken English and Chinese
- Good command of AutoCAD, Adobe Illustrator, Microsoft Word, Excel, Powerpoint, Project, etc.
- Able to work independently and under pressure
- Work overtime as and when required
- Candidates with less experiences will be considered as Assistant Project Manager

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 hrd.recruit@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.