Hong Kong Housing Authority

Term Quantity Surveyor (Monthly Salary: $72,180)

Designated Projects: A Term Quantity Surveyor is to provide services on the assigned quantity surveying and related work, details to be specified in the employment contract.

Entry Requirements

Candidates should have:

1. Corporate Membership of the Hong Kong Institute of Surveyors in Quantity Surveying Division, or equivalent;
2. at least one year's post-qualification experience in quantity surveying; and
3. obtain Level 2 ("Grade E" before 2007) or above in Chinese Language and English Language ("Syllabus B" before 2007) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Note:
All qualifications and working experience required should be obtained on or before the closing date for application.

Main Duties

A Term Quantity Surveyor will be deployed to work in various projects/assignments. Duties mainly include:

1. preparing cost estimates, tender documents including bills of quantities, tender reports and contract documents;
2. undertaking post-contract works including preparation of interim certificates and financial statements, measurement and pricing of variations, and agreement of final accounts;
3. compiling tender price index and cost yardsticks;
4. performing technical audit functions;
5. exploration on the application of innovation technology in Quantity Surveying works, and
6. performing any other associated duties as required.

Terms of Appointment

Successful candidates will be appointed on **Hong Kong Housing Authority temporary terms** with an agreement of two 1-year contracts to a designated assignment(s). The offer of the second 1-year contract will be subject to the satisfactory completion of the first 1-year contract with satisfactory performance and conduct, and subject to such terms and conditions as may be offered. Further renewal of agreement may be offered subject to satisfactory performance and conduct of the candidate, and the operational needs. The entry pay, terms of appointment and conditions of service to be offered are subject to the provision prevailing at the time the offer of appointment is made.

Fringe Benefits

A contract-end gratuity may be granted upon satisfactory completion of the 1-year contract with consistently high standard of performance and conduct. Such gratuity, plus any contribution made by the Hong Kong Housing Authority to a Mandatory Provident Fund (MPF) Scheme in respect of the appointee as required by the MPF Schemes Ordinance, will equal to 15% of the total basic salary drawn during the contract period. Candidates appointed are eligible for 12 days' paid annual leave. Other benefits such as rest days, statutory holidays (or substituted holidays), sick leave, sickness allowance, maternity leave and employees' compensation, where appropriate, will be granted on terms not less favourable than the provisions of the Minimum Wage Ordinance, the Employment Ordinance and the Employees' Compensation Ordinance.

Closing Date for Application

5 April 2024

How to Apply

Application Forms [HD917 (Rev. 2024)] are obtainable (1) from the reception counters at the atrium of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street and the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road; (2) from Hong Kong Housing
Authority website (https://www.housingauthority.gov.hk/en/common/pdf/global-elements/forms/general-information/HD917.pdf), or (3) by fax through our telephone hotline 2712 2712 (Please press in sequence 4, 5, 7 after choosing the language).

Completed form, together with (1) resume showing detailed job descriptions of all current and previous employment; (2) photocopies of all professional/ academic certificates and transcript of studies; and (3) photocopies of all employment references should reach the Appointments Sub-section, 3/F, Block 2, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon **on or before 5 April 2024. Please specify "Application for the post of Term Quantity Surveyor" on the envelope. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Authority and will be returned to the sender or disposed by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.**

Online application can also be made through:

(i) GovHK
(https://eform.cefs.gov.hk/form/pdf/upload/en/)

(ii) Hong Kong Housing Authority website
(https://www.housingauthority.gov.hk/en/global-elements/forms/general-information/index.html)

(iii) iAM Smart
(https://www.iamsmart.gov.hk/en/e-service-eform.html)

Candidates who apply online should submit all supporting documents to the Appointments Sub-section of the Hong Kong Housing Authority (see the above address) on or before the closing date for application. Please specify "Application for the post of Term Quantity Surveyor" on the envelope, and the reference code should be quoted on the envelope and the copies of supporting documents.

Applications which are not made in prescribed form, or incomplete, or submitted by fax or e-mail, or late, or not signed, or without the required supporting documents may <u>not</u> be considered. All information provided will be treated in strict confidence. Personal data collected will be used for appointment-related purpose only.

Applicants are encouraged to provide their email addresses on the application forms. Those who are not invited for interview (by email or by post) by late May 2024 may assume their applications unsuccessful. For enquiry, please contact Mr WONG at 2761 6730.