**Project Officer - Capital Planning & Project Management (3-Month Contract)**

With a 30 year track record of being at the forefront of Christian international education in Hong Kong, Generations Christian Education is a not-for-profit group encompassing Small World Christian Kindergarten, Norwegian International School (Kindergarten and Primary campuses), and Island Christian Academy-our newest primary school. The organisation is dedicated to providing high quality English language international education based on sound faith-based, moral foundations.

We are recruiting a dynamic, self-starter who is able to think out-side-the-box and function cross-culturally in a 21st Century learning, growth mind-set environment to fill this role.

**Qualifications**

- Bachelor’s degree from an accredited institution in civil engineering, architecture, or construction management (desired); or in a relevant field of study appropriate to the requirements of the position.
- At least 3 years of experience in a management role, especially in project teams with external partners.
- Experience managing restoration, renovation, and refurbishment projects from concept to completion (desired).
- Experience with historical restoration, renovation, and refurbishment (desired).
- Proven history of successful budget and expenditure management
- Strong ability to maintain a professional demeanor and to use exemplary communication and leadership skills to achieve results in a strong consensus driven environment.
- Proven political acumen and a demonstrated ability to manage successful results in a hierarchical organisation.
- Superior skills in oral, written, and electronic communications.
- Experience in English language international education and multi-cultural work environment (desired).

The right candidate will have a passion for sustainability and finding creative solutions and will thrive in a multi-tasking fast pace environment.

Please log on to [http://www.generations.edu.hk/working-with-us/current-openings/](http://www.generations.edu.hk/working-with-us/current-openings/) to download the Staff Application Form and view the role description. Applicants are required to complete and submit Staff Application Form no later than 6 March 2016.
Job Description

Project Officer Capital - Planning & Project Management (Contract Position – Three Months)

Position Objective

Reporting to the Chief Operating Officer.

The Project Officer provides day-to-day performance monitoring and feedback and is responsible for full management of scoping, design, bid analysis, and construction contractors. The Project Officer creates and maintains various reports and documents to measure the status of each of his/her projects and groups of projects. Communications is expected to be well-managed, collegial, and consensus-driven. The right candidate will have a passion for sustainability and finding creative solutions and will thrive in a multi-tasking fast pace environment.

Responsibilities

Manage alteration and addition (“A & A”) Works from beginning to end:

- Develop information necessary for RFP and/or Tenders process.
- Select and work with consultants to create project drawings and specifications as applicable.
- Work with colleagues throughout the schools to develop and implement standards to be used on the projects.
- Manage design review process and secure approvals with the Executive Director, Board of Directors/School Management Committee as well as with all applicable regulatory agencies, where necessary.
- Interact with Government agencies, architects, and Management to ensure compliance.
- Participate in contractor selection process.
- Manage formal bid process and selection of contractors (working with school administration and finance office team).
Manage all financial aspects for the project:

- Determine overall project budget. Regularly analyse project financial status in relation to current budget; advise Management of the project status and problems (or potential problems) on a regular basis.
- Review all purchase requests, purchase requisitions, purchase orders related to projects and monitor progress of each.
- Review all invoices, determine whether appropriate work has been performed and invoiced, approve invoices, apply against appropriate purchase orders, and monitor payments against purchase orders.
- Monitor and resolve invoice and purchase order issues where invoices are misapplied, change orders need to be created, etc.
- Monitor availability of funds related to each project.
- Maintain budget and expense information, provide cost and schedule control, participate in contract negotiations and criteria, and document all building system changes (relying on professional in the field where necessary).
- Oversee all A & A activities, progress, issues, resolution, and documentation thereof.
- Develop and manage accurate project schedules.
- Provide regular summary status reports on all projects.
- Anticipate potential schedule or priority delays and initiate plans for alternative actions informing schools and Management promptly.
- Work collaboratively to resolve issues, keeping Management and constituents informed at all times.
- Work closely with Principals and school partners on various aspects of capital projects for the schools, as well as faculty, staff, visitors, PTA, parents and external customers. Good communication is a key component of this position.
- Keep building occupants, facilities staff, and management properly informed as to the progress, issues, and current status of projects by various oral, written and graphic means.
- Provide project communication between a vast array of Generations officials, principals, school partners, contractors, consultants, and Government departments.
- Manage transfer of equipment documentation to parties with responsibility for ongoing maintenance.
- Manage defect list, project completion, activation and hand over procedures, including the defect liability period, as applicable.
- Provide support on the site for space requirements: managing space requirements, space reallocation and strategic space allocation.
- Coordinate furniture requirements.
- Follow safe work policies as they relate to schools.
-Respond proactively to critical emergency services requests in off-hours.
- Review and monitor contractor’s safety programs on project jobsites.
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