



## LEGISLATIVE COUNCIL SECRETARIAT

### Estate Management Officer

The Legislative Council Secretariat ("the Secretariat") is looking for high calibre individuals for appointment as Estate Management Officer. Under the supervision of The Legislative Council Commission, the Secretariat's mission is to provide efficient and professional secretariat, research and administrative support for the Legislative Council ("LegCo"), enhance community understanding of the activities of LegCo and ensure an effective avenue for redressing grievances of members of the public.

#### Main duties

The main duties of an Estate Management Officer include:

- (a) coordinating with maintenance agents/service providers and monitoring their quality of service and performance to ensure all aspects of estate management are smooth and efficient;
- (b) monitoring the standard of workmanship of maintenance agents/service providers and checking compliance with relevant ordinances and specifications as specified by The Legislative Council Commission;
- (c) liaising with relevant government departments and concerned parties and carrying out inspection of works, defects and outstanding works, and preparing progress reports and defect lists;
- (d) liaising with relevant parties for the handover of new projects and improvement works and making good of defects;
- (e) providing technical advice and conducting risk and feasibility assessments of new projects/improvement works and repair works;
- (f) arranging and monitoring daily preventive and maintenance works and resolving day-to-day issues and ad-hoc problems in estate management;
- (g) handling end users' requests and complaints and acting as coordinator of emergency repair works; and
- (h) supervising the artisans and workmen of the Estate and Security Office.

#### Entry requirements

Candidates should:

- (a) have a Diploma or Higher Certificate in Building, Building Studies, Surveying, Building Services or Engineering from a Hong Kong recognized institution or university, or equivalent; preferably with a recognized university degree in a relevant discipline, or equivalent;

- (b) have obtained (i) Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination ("HKDSEE"), or equivalent; or (ii) Level 2/Grade E or above in Chinese Language and English Language ("Syllabus B" before 2007) in the Hong Kong Certificate of Education Examination, or equivalent;
- (c) have at least 10 years' relevant experience, including 6 years' post-qualification experience in building services, improvement works and maintenance works, preferably in the government and building and construction industry. Applicants with less relevant experience may also be considered and, if appointed, will be offered an appropriate salary point below the minimum point of the salary scale;
- (d) have sound knowledge of building materials, technologies and detailing particularly on interior fitting out works;
- (e) have knowledge of MS Windows application particularly on Excel and Word;
- (f) have proficiency in both written and spoken Chinese and English; and
- (g) possess strong communication and supervisory skills and be able to work independently and under pressure.

The Secretariat may devise further criteria to shortlist applicants.

### **Remuneration**

The starting salary is \$48,860 per month, increasing by nine annual increments to \$73,775. There is also a monthly cash allowance for the rank of Estate Management Officer (the current rate is \$1,015 per month). The exact salary to be offered will be commensurate with the qualifications and experience of the successful candidate. The successful candidate will be appointed on three-year agreement terms subject to renewal upon satisfactory completion of service, at which the appointee will be eligible for an end-of-agreement gratuity. The gratuity, when added to the employer's contribution to a Mandatory Provident Fund Scheme, is equal to 15% of the total basic salary drawn during the agreement period. Fringe benefits include paid leave as well as medical and dental benefits.

### **Application**

**Applications should be sent directly to Human Resources Office, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong on or before 25 January 2021.<sup>Note</sup> The position applied for should be indicated on the envelope, and an email address should also be provided in your application. Shortlisted applicants will be notified by email or by phone.** All personal data provided will be treated in strict confidence. Applicants not invited for interview within eight weeks from the closing date may assume their applications unsuccessful.

*(A standard application form may be downloaded from the LegCo Website (<http://www.legco.gov.hk>))*

As an Equal Opportunities Employer, The Legislative Council Commission is committed to ensuring that there is no discrimination in employment with the Secretariat. The post advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

*Note Please note that the Secretariat has not authorized any employment agencies or third-party organizations to receive applications on behalf of the Secretariat.*