

Project Manager (12 months contract, Extendable)

We are seeking an experienced Project Manager to oversee two storey renovation projects, with part of the premises designated for the establishment of a medical centre providing comprehensive radiology services, including but not limited to mammography, ultrasound and other diagnostic imaging facilities, from project initiation through to successful completion. In this role, you will be responsible for ensuring that project plans, governance structures, and stakeholder alignment are effectively managed throughout the project lifecycle. By strengthening project management frameworks and fostering cross-functional collaboration, you will play a pivotal role in achieving successful project outcomes while ensuring full healthcare and statutory compliance.

Job Description

- Plan, coordinate, and execute the two-storey renovation projects, ensuring project requirements are clearly defined and aligned with organisational objectives.
- Assess operational needs and recommend engineering designs, solutions, installations, and schedules to achieve operational objectives while ensuring full compliance with legal requirements, including healthcare licensing, radiation safety, building, fire safety, and environmental regulations.
- Oversee the design and fit-out of the medical centre and radiology components, including facilities for mammography, ultrasound, and related diagnostic imaging services.
- Lead the consultant selection process, evaluate and negotiate fee proposals, and conduct performance reviews.
- Review and prepare cost plans, analyse variances, and implement corrective actions to ensure comprehensive budget management and control.
- Develop tender strategies by evaluating contract packaging, scopes of work, tender lists, and pricing to optimise outcomes and ensure timely contract awards.
- Collaborate with internal departments, external consultants, and government agencies to ensure effective project coordination, and work closely with contractors to facilitate seamless project execution of the medical and radiology facilities.
- Liaise with consultants, contractors, government agencies, and stakeholders to support continuous evaluation of project processes and engineering deliverables, ensuring regulatory compliance particularly in relation to healthcare and radiological requirements.
- Monitor project budgets, procurement activities, construction milestones, and medical equipment installations to ensure timely and cost-effective project delivery.
- Oversee consultants and contractors to ensure effective development of the project program and maintain quality control. Responsibilities include managing budgets, schedules, processes, and plans; monitoring performance; ensuring safety and environmental compliance; and providing regular progress reports.
- Identify potential project delays or structural issues early, implement strategic problem-solving measures, and develop robust risk mitigation plans, including risks associated with radiology infrastructure and compliance approvals.
- Manage clear and specific contractual terms with vendors, ensuring all projects maintain appropriate governance and management controls, while upholding the highest standards of integrity and professional conduct.

Requirements

- Have at least 8 years of relevant local project management experience, preferably with direct involvement in clinic addition and alteration (A&A) works, medical centre renovations, radiology facility projects, or NGO healthcare facility upgrades.

- University degree in Architecture, Interior Design, Building, Surveying, Project Management, or a closely related construction or engineering discipline.
- Strong leadership, management, and communication skills, with the ability to coordinate multidisciplinary stakeholders effectively.
- Fluency in both written and spoken English and Chinese.
- High level of integrity, demonstrating honesty, ethical conduct, and strict adherence to regulatory and compliance requirements.

(This position offers an initial 12-month contract, with the possibility of extension to 18 months subject to project requirements.)

To Apply

Interested candidates are invited to submit a comprehensive resume, stating expected salary and availability, to recruit@hkbcf.org on or before **11 August 2026**.

All personal information collected will be used solely for recruitment purposes and will be kept strictly confidential. We appreciate your interest in the HKBCF; however, only shortlisted candidates will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.