

Vacancy

CLP Power Hong Kong Limited
Power Systems Business Group
Transmission Department / Lands and Buildings Branch
Lands and Buildings Assistant (2-Year Contract)
[Ref.: CLPP-PSBG-TD-L&B-T&D-LBA]

Founded in 1901 as China Light and Power Company Limited in Hong Kong, CLP Group has grown from a Hong Kong-based power utility into a leading investor and operator in the Asia Pacific Region's electricity market. Its portfolio comprises over 60 generation assets of gas, coal, nuclear and renewable energy, distribution and transmission assets and retail operations. The CLP Group is owned by CLP Holdings, a company listed on the Stock Exchange of Hong Kong.

We are looking for a suitable candidate to join the Lands and Buildings Branch of Transmission Department. Reporting to the Lands and Buildings professional, the appointee will be responsible for the following duties:

- Assist in handling enquiries of planning and land matters related to small scale public utility installation
- Assist in preparing submissions to Lands Department and Planning Department
- Assist in preparing budget and enforcing cost control
- Conduct site inspection of company properties and others
- Keep proper records of government approval, building plan, tenancy etc
- Perform any other duties as assigned by his/her supervisor

Requirements:

- Higher Diploma / Higher Certificate in any discipline or equivalent with minimum 2 years' relevant experience, or
Ordinary Diploma / Ordinary Certificate in any discipline or equivalent with minimum 5 years' relevant experience

plus

- 5 Subjects passed in DSE/HKCEE including English (Syllabus B)
- A team player with good interpersonal skills and able to work independently
- Good communication skills in English and Chinese
- Mindful and have good safety awareness
- High proficiency in MS Office applications
- A valid Hong Kong Driving License would be an advantage

Candidate who has shown good potential for further development but with less qualification and/or experience will be considered for a position at lower grade.

Please apply by sending email to hrps@clp.com.hk giving a detailed C.V., including career history, major achievements and personal attributes on or before **29 January 2021**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: PSBG-TD-L&B-T&D-LBA_Last Name_First Name_Other Names (if applicable)

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications.

For details of the Personal Information Collection Statement, please visit our website:

<https://clp.to/engPICS>

For further information on our company, please visit our website:

<https://www.clpgroup.com/>

Date Exhibited: 22.01.2021
Date Withdrawn: 29.01.2021