

HKIA Online Career Platform Posting of Job Advertisements

Posting Guidelines :

1. To post a job advertisement, please complete the google form at https://docs.google.com/forms/u/0/d/1D44Wvr9NmnWyG1aXxESorHLuQkP-zUd_3Jo91Esaq-l/viewform?edit_requested=true :
Job Title :
Description :
Category : Government / NGO / University / Private Practice / Developers / Others Company
Logo : (if applicable)
File : (if applicable)
Contact Person :
Tel :
Email :
2. Each job advertisement shall be posted on the Hong Kong Institute of Architects (HKIA) website for a period of ONE month.
3. The following service fees are charged for each vacant position posted as job advertisement on HKIA website for a period of ONE month :
 - HKIA Registered Practices : HK\$500 per vacant position
 - Non-HKIA Registered Practices : HK\$2,000 per vacant position
4. Advertisement Procedure:
 - a. The advertisement submitted shall be activated within three working days from the date of payment settled.
 - b. A payment receipt will be emailed to you upon successful receipt of the payment.
5. Request for invoice:
An invoice will be issued upon request.
6. Payment Method :
 - a. A cheque payable to "The Hong Kong Institute of Architects" to our office (19/F, One Hysan Avenue, Causeway Bay, Hong Kong) Or ;
 - b. Bank in or bank transfer (including Fast Payment System (FPS)) to the following account :

Bank: Hong Kong & Shanghai Banking Corporation Limited
Bank Address: 1 Queen's Road Central, Hong Kong SAR
Account Name: The Hong Kong Institute of Architects
Account No: (HKD) 002-222420-001

Terms and Conditions :

1. Companies will be solely responsible for the contents and materials contained in their advertisement.
2. HKIA reserves the right to change the Service Fee or revise charges or fees, as it deems appropriate.
3. In the event that any companies should fail to pay the Service Fee or any other fees or charges due to HKIA, HKIA reserves the right to suspend or terminate the companies' advertisement.

4. All users will not use the HKIA website in order to transmit, distribute or store material in violation of any applicable laws or regulations, or in any manner that will infringe the copyrights, trademarks, trade secrets or other intellectual property rights of others or violate the privacy or publicity or other personal rights of others, or that is libelous, obscene, threatening, abusive or hateful.
5. The graphics, images, editorial content and HTML on the HKIA website are the intellectual property of HKIA and are protected by copyright and trademark laws and may not be downloaded or otherwise duplicated without the express written permission of HKIA. Re-use of any of the foregoing is strictly prohibited and HKIA reserves all rights.

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