

The Construction Industry Council (CIC) was formed on 1 February 2007 under the Construction Industry Council Ordinance (Cap. 587). Our Mission is to strengthen the sustainability of the construction industry in Hong Kong by providing a communication platform, striving for continuous improvement, increasing awareness of health and safety, as well as improving skills development.



The CIC is looking for a highly talented individual to fill the position of:

## **Assistant Officer – Training and Development (Outreach Services)**

The Construction Industry Council has several vacancies for the above position.

### **The applicant must possess**

- (1) a recognised diploma or above, preferably in construction, occupational safety or any other related disciplines;
- (2) a minimum of 3 years post-qualification work experience, preferably with experience in promoting and / or organising construction related activities;
- (3) excellent interpersonal and communication skills and capable of coordinating between various stakeholders; and
- (4) good command of both written and spoken English and Chinese.

*(Applicants who do not possess the required qualifications and / or experience may be considered for other positions within the organisation.)*

### **Duties include**

- (1) to assist in coordinating outreach services at construction sites including the promotion of CIC training services and assisting workers to apply services provided by the CIC;
- (2) to assist in coordinating and processing of on-site application of the above services;
- (3) to provide support to any related analysis on the outreach services;
- (4) to answer enquires and interview trainees at construction sites;
- (5) to provide administrative and executive support to the supervisor; and
- (6) to carry out any other duties as assigned from time to time by the CIC.

## Applications

The position is on a time-limited fixed-term contract subject to operational needs.

Please send an updated curriculum vitae, the results of English and Chinese Language obtained in public examinations, current and expected salary together with a covering letter stating one's suitability for the job and quoting the job reference number **(17 / AO – TD(OS) – 043T)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **30 March 2017**. For further details on CIC please refer to website: [www.cic.hk](http://www.cic.hk).

*Manager - Human Resources  
Construction Industry Council  
38/F, COS Centre  
56 Tsun Yip Street  
Kwun Tong, Kowloon*

All information provided by applicants will be treated in strict confidence and used for consideration in relation to the relevant post within the organisation. All personal data of unsuccessful applicants will be destroyed within two years from the date of the application deadline. Applicants who are not invited for an interview within 8 weeks may consider their application unsuccessful.

此文件關於招聘。如有需要索取此文件的中文版本，請致電2100 9019或以電郵dorathylam@hk.cic.org與林女士聯絡。

