

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 Manager – Information Technology Projects**

### **The applicant must possess**

- (1) a recognised degree in Information Technology or other related discipline, possession of Project Management Professional (PMP) or equivalent qualification would be an advantage;
- (2) a minimum of 7 years post-qualification work experience in implementation of internal or external Information Technology (IT) projects and / or complex sizeable business transformations, preferably with experience in multi-sites system deployment or system consulting;
- (3) broad spectrum of IT Enterprise application knowledge (e.g. Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), E-Commerce, etc.), good emerging technologies knowhow (e.g. Cloud, Internet of Things (IoT), Mobile Apps, etc.);
- (4) familiar with IT Infrastructure, system configuration, system security, software / hardware testing, experience in using Web Service / WebApi (RESTful), and deploying Android mobile applications through Internet / mobile network;
- (5) proven experience in analysing and documenting complex business processes, and capable to motivate and drive changes in rapid speed;
- (6) excellent communication and interpersonal skills;
- (7) strong project management, presentation and analytical skills;
- (8) proficiency in Microsoft application software (Excel, Visio, and PowerPoint); and
- (9) excellent 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

Report to Manager – Information Technology Projects, the incumbent is responsible:

- (1) to ensure the responsible projects are completed on time, of high quality and within the budget and project scope;
- (2) to provide insight and analysis on process, development, technology and innovative solutions for better operational efficiency;
- (3) to ensure appropriate standards are adopted and effective quality control mechanism are built into the project plan;
- (4) to ensure effective communication on requirements, timelines, service requests, system design and implementation with all stakeholders;
- (5) to monitor and provide constant update on projects progress and documentations to management, and to establish Key Performance Indicators (KPIs) to assess the effectiveness of projects;
- (6) to evaluate and identify potential risks throughout the projects, control and escalate as appropriate, delivery solutions or contingency measures;
- (7) to organise and conduct training sessions including preparation of training materials to users for new and / or refresh work processes, policies and procedures;
- (8) to conduct system configuration, prepare and execute test plan (both software and hardware) to ensure the final deliverables comply with the defined specifications;
- (9) to conduct trouble-shooting / incident support and ensure all system incidents / issues are resolved professionally, on-site investigation might be required during the critical projects development / deployment phases; and
- (10) to carry out any other duties as assigned from time to time by the CIC.

## Applications

The position is on a renewable fixed-term contract (subject to performance and operational needs) for a period of 2 years.

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 / AM – ITP – 047F)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **4 April 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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*Construction Industry Council*  
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