

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 – Inspection**

### **The applicant must possess**

- (1) a recognised degree;
- (2) a minimum of 1 year post-qualification relevant working experience; experience or training in the legal field will be an advantage;
- (3) good communication and interpersonal skills, attentive to details;
- (4) an energetic team player contributing the success of the Registration Services and the CIC;
- (5) good command of both written and spoken English and Chinese, preferably able to communicate in Putonghua; and
- (6) proficiency in Microsoft application software (including Word, Excel, PowerPoint, etc) and Chinese Word Processing.

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

### **Duties include**

- (1) to be part of the CIC Inspection Team to execute the functions as stated in the Construction Workers Registration Ordinance Cap. 583 (the CWRO);
- (2) to process the applications from contractors to create accounts in the Construction Workers Registration System to submit attendance record according to the CWRO;
- (3) to perform compliance check on the attendance record submitted and take necessary follow-up actions such as issuing notice of non-compliance;
- (4) to handle enquiries from contractors about the requirements of the CWRO;

- (5) to deliver briefings on construction sites, contractor offices and CIC premises on the requirements of the CWRO;
- (6) to prepare bilingual reports in Word and PowerPoint format;
- (7) to provide support to the administration of the CIC Inspection Team and secretarial services to the committees of the CIC; and
- (8) 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 / AO – INSP – 049W)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **5 April 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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