

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:

Officer – Training and Development (Woman Empowerment Service)

The applicant must possess

- (1) a recognised degree;
- (2) a minimum of 3 years post-qualification work experience, preferably with experience in public sectors / educational or promotional activities;
- (3) good command of both written and spoken English and Chinese;
- (4) good administrative, interpersonal and communication skills; and
- (5) proficiency in computer skills including Microsoft application softwares 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 plan and coordinate activities on improving the skills and position of female construction workers and assist them to apply for trade tests and registration services;
- (2) to collaborate with women organisation, community and professional group on organising briefing and providing skills enhancement services to attract more female to join the construction industry;
- (3) to educate female construction workers for a better understanding of construction industry; and
- (4) 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 / O – TD(WES) – 069T)** to hrds@cic.hk or by mail to the address below on or before **5 May 2017**. For further details on CIC please refer to website: 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@hkci.org與林女士聯絡。

