

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 (Ethnic Minority Services)

The applicant must possess

- (1) a recognised diploma or above;
- (2) a minimum of 3 years post-qualification work experience in ethnic minority social services, preferably with experience in outreach initiatives;
- (3) an established network in ethnic minority community with good communication and interpersonal skills;
- (4) good command of both written and spoken English and Chinese (including Putonghua);
- (5) competency in both written and spoken Hindi, Urdu, Nepali, etc. would be an advantage; and
- (6) 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 assist in promotion initiatives focusing on ethnic minorities from planning to organising activities such as briefings, workshops and promotion events related to trade testing and Construction Workers Registration Ordinance;
- (2) to assist in providing translation and interpretation services for construction training / trade

- testing service to the industry;
- (3) to handle applications for various trade tests; including issuing trade testing cards and certificates, and updating candidate status; and
 - (4) to carry out any other duties as assigned from time to time by the Executive Director.

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(EMS) – 092T)** to hrds@cic.hk or by mail to the address below on or before **5 June 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources
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