

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 – Facilities Management and Administration**

### **The applicant must possess**

- (1) a recognised degree preferably in facilities management / building services / engineering or other construction related discipline;
- (2) a minimum of 7 years post-qualification relevant and concrete work experience in facilities management / project management, with no less than 3 years at supervisory level;
- (3) solid project planning and management skills and can demonstrate strong abilities in organisation, setting priorities, documentation and multi-task;
- (4) excellent interpersonal, communication, and presentation skills with the ability to interact with various stakeholders;
- (5) a flexible mindset and the ability to work under pressure to meet the set objectives of the organisation; and
- (6) excellent command of both written and spoken English and Chinese; hands on experience in preparing manuals, schedules, tender documents and discussion papers is preferred.

*(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 planning, co-ordination, execution and monitoring of matters relating to the repair and maintenance of the CIC's premises, which include training centres, training grounds, Headquarters, customer service centre at MTR stations, Zero Carbon Building, etc.;

- (2) to lead a team of internal staff and to monitor the work of outsource contractors in the provision of repair and maintenance services to all CIC's premises;
- (3) to compile and analyse maintenance and facilities data and to produce incident or regular reports on building conditions of the CIC premises with a view to formulate plans and programmes for repair and maintenance;
- (4) to supervise improvement / renovation projects when required, from planning, execution, monitoring to maintenance; and to supervise and monitor the quality and progress carried out by contractors / consultants / service providers;
- (5) to plan and control the budget in relation to repair and maintenance;
- (6) to support in repair and maintenance services related procurement process including preparation of tender document, tenders analysis and making recommendations;
- (7) to formulate and update the operation and procedure manual in relation to repair and maintenance services; and
- (8) to carry out any other duties as assigned from time to time by the Executive Director.

## 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 – FMA – 094U)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **6 June 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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