

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.



CIC develops the first Zero Carbon Building (“ZCB”) cum Public Open Space in Hong Kong. The ZCB is a showcase of the state-of-the-art eco-building design and technology to the construction industry internationally and locally, with the aim to raise community awareness of sustainable living in Hong Kong.

We are seeking an outstanding professional who is passionate about creating leading edge solutions for green, innovative and dynamism to manage the development, operations and enhancements of the ZCB.

Assistant Manager – Outreach & Partnership

The applicant must possess

- (1) a recognized degree, preferably in marketing and business management related disciplines;
- (2) a minimum of 7 years post-qualification work experience in partnership management or business development;
- (3) excellent communication, interpersonal and problem solving skills;
- (4) a mindset to be mature, analytical, flexible; and able to work independently and under pressure;
- (5) a self-starting personality with entrepreneurial spirit;
- (6) good written and spoken presentation skills;
- (7) excellent command of both written and spoken English and Chinese is a must; and
- (8) ability to articulate vision persuasively and to engage different stakeholders of diverse backgrounds successfully.

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

Duties include

The incumbent is expected to:

- (1) plan, identify, establish and manage new partnership programmes that can enrich ZCB's exhibition contents, increase venue utilization and drive incremental visitation;
- (2) be the core member in completing the partnership formation process and execution including invitation exercises, design discussion, agreement drafting and implementation;
- (3) manage the partner and exhibitor relationships and drive win-win decisions;
- (4) drive annual goals against the annual targets such as the annual thematic exhibitions, venue rental income and number of visitors;
- (5) explore, design and implement new initiatives and elements that can enhance the visitor experiences at ZCB including the services of the self-guided and guided tours;
- (6) plan and control the budget in relation to relevant projects;
- (7) be an effective writer in preparing project documentations including drafting of invitations, tender briefs, tender recommendations, reports and presentations;
- (8) work closely with the Services Delivery & Outreach and other teams at ZCB and the Construction Industry Council (CIC); and
- (9) 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 – OP (ZCB) – 107K)** to hrds@cic.hk or by mail to the address below on or before **27 June 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

Manager - Human Resources
Construction Industry Council
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