

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.

## **Manager – Service Delivery & Development**

### **The applicant must possess**

- (1) a recognised degree, preferably in business administration / marketing / environmental studies or other related discipline;
- (2) a minimum of 10 years’ post-qualification experience in providing secretariat support to Board and Committees as well as in business development;
- (3) experience in managing and steering projects, consultants and contractors and familiar with government procedures;
- (4) excellent communication, interpersonal and problem solving skills, ability to articulate vision persuasively and to engage stakeholders of diverse background successfully;
- (5) mature, analytical and flexible mindset, and ability to work independently and under pressure;
- (6) a self-starting personality and entrepreneurial spirit; and
- (7) excellent command of both written and spoken English and Chinese.

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

## Duties include

Report to the Assistant Director – Environmental and Sustainability, the incumbent is responsible:

- (1) to provide secretariat services to the Management board of ZCB and its committees;
- (2) to prepare meeting papers and minutes, policy documents, project briefs and reports, funding applications and other related documents;
- (3) to manage an operation team for providing guided tours and the facility rental of the ZCB;
- (4) to supervise the work of the Assistant Manager – Outreach and Partnership to plan and establish partnership programmes that can enrich ZCB's exhibition contents, increase venue utilization and drive incremental visitation;
- (5) to 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) to liaise with stakeholders and relevant parties; and
- (7) 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 / M – SDD(ZCB) – 143K)** to [hrdm@cic.hk](mailto:hrdm@cic.hk) or by mail to the address below on or before **25 August 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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*56 Tsun Yip Street*  
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