

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:

Manager – Corporate Communications

The applicant must possess

- (1) a recognised degree in Public Relations / Journalism / Communications / Business Administration / Exhibition or related disciplines;
- (2) a minimum of 10 years' post-qualification experience in public relations, communications, marketing or related fields of which at least 3 years in managerial role;
- (3) proven experience in corporate communications and marketing, familiar with government procedures and governance of public organisations;
- (4) strong media relationships, with knowledge in social media trends, websites and project management is an advantage;
- (5) good presentation skills, excellent communication and interpersonal skills;
- (6) creative thinking and be able to generate innovative ideas;
- (7) flexibility to work independently under minimum supervision as well as a strong team player;
- (8) a high level of sense of commitment and drive to succeed; and
- (9) excellent command of both written and spoken English and Chinese is a must, be able 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

- (1) to develop and implement the corporate communications strategies, policies and guidelines;
- (2) to promote community awareness of the functions and activities of the CIC with the view to enhance quality and image of the construction industry in Hong Kong through effective deployment of corporate communications, publicity, marketing, sponsorship and public education programmes;
- (3) to manage the organisation's publicity, marketing and promotion of corporate functions including award schemes, seminars, conferences, exhibitions, events, site visits, websites, databases and library;
- (4) to collaborate with external stakeholders to manage corporate relations with the industry;
- (5) to produce high quality bi-lingual press releases, commentary on industry and policy issues, speeches, newsletters, brochures, publications, collaterals and online communications;
- (6) to maintain and enhance existing communication policies and practices to improve efficiency;
- (7) to provide administrative supports for CIC's Committees and cooperate with other government organisations and industry stakeholders on public relations arrangements for projects and events relating to the CIC; 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 / M – CC – 147K)** to hrdm@cic.hk or by mail to the address below on or before **30 August 2017**. For further details on CIC please refer to website: <http://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 9024或以電郵hr@cic.hk聯絡。

