

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:

Senior Officer – Council Services

The applicant must possess

- (1) a recognised degree, preferably in a construction-related discipline; and profound knowledge in secretariat works, event planning & publicity and / or project management & implementation would be an advantage;
- (2) a minimum of 5 years' post-qualification work experience; solid experience in safety and / or event management is preferred;
- (3) excellent organisation, communication, negotiation and interpersonal skills with outstanding attention to details;
- (4) proactive, resourceful, creative, self-motivated character and the ability to meet tight schedule, work independently under pressure, and prioritise multiple tasks;
- (5) competence in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing; and
- (6) 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

- (1) to plan, co-ordinate and carry out all duties in the organisation of activities such as workshops, seminars and conferences;
- (2) to assist in launching new events to promote construction innovation and / or site safety;
- (3) to assist all duties in the organisation of "Construction Safety Week" and associated pre

and post event activities;

- (4) to liaise with stakeholders and relevant parties on various construction-related matters;
- (5) to provide secretariat support to the CIC, its committees and Task Forces as well as the associated meetings including drafting meeting papers, minutes and logistics arrangement for the meetings;
- (6) to draft and prepare publicity materials for the CIC, its committees and Task Forces;
- (7) to provide administrative support and financial processing to the team; 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 / SO – CS – 167K)** to hrds@cic.hk or by mail to the address below on or before **20 October 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.

此文件屬於招聘。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。

