

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 – Council Services

The applicant must possess

- (1) a recognised degree in construction / engineering / Occupational Safety and Health (OSH) or other related discipline;
- (2) a minimum of 10 years' working experience in construction, engineering, or OSH management;
- (3) profound knowledge in statutory requirements or other standard relevant to safety and health or environment;
- (4) having working experience in providing secretariat support to public bodies would be an advantage;
- (5) excellent command of both written and spoken English and Chinese;
- (6) a high level of integrity and a sense of accountability;
- (7) strong interpersonal skills;
- (8) a proactive, resourceful, energetic character and can work independently; and
- (9) knowledge in budgetary control, planning and / or project management.

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

Duties include

Report to Senior Manager – Council Services, the incumbent is responsible:

- (1) to provide secretariat support to the CIC, its committees and sub-committees as well as its

- associated meetings, including preparing papers and minutes for the meetings;
- (2) to prepare good practices, guidelines, study briefs, reports, papers, standards and documents of a technical nature;
 - (3) to liaise with stakeholders and relevant parties on matters in relation to the construction industry;
 - (4) to arrange and organise workshops, seminars and conferences;
 - (5) to plan, co-ordinate and carry out duties in organising events in relation to the construction industry; and
 - (6) 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 – CS – 171K)** to hrdm@cic.hk or by mail to the address below on or before **24 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。

