

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:

## **Officer – Centre Administration**

### **The applicant must possess**

- (1) a recognised degree;
- (2) a minimum of 3 years' post-qualification work experience in institutional administration, preferably in vocational training bodies, educational institutions, public bodies or sizable organisations;
- (3) knowledge in construction would be an advantage;
- (4) strong leadership, self-initiation and problem solving skills;
- (5) a high level of integrity and a strong sense of accountability;
- (6) good communication and interpersonal skills;
- (7) proactive, resourceful and energetic character, ability to work independently with minimal supervision; and
- (8) good 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 oversee the daily operation of the training centre and lead the administration team to ensure smooth function;
- (2) to initiate, plan, manage and implement new development initiatives and improvement initiatives;

- (3) to assist the adoption of computerisation and carry out user acceptance test in system implementation;
- (4) to assist in marketing and promoting construction training including continuous professional development courses to the general public and the stakeholders of the construction industry;
- (5) to assist in obtaining qualifications recognition from local and overseas professional organisations, educational institutions and government authorities;
- (6) to perform secretariat duties for related task forces, promotion events, seminars, conferences, and any other relevant activities;
- (7) to act as duty-in-charge during non-office hour operation; 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 / O – CA – 172M)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **25 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。

