

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 – Collaboration Training

The applicant must possess

- (1) a recognised degree, preferably in construction-related discipline;
- (2) a minimum of 5 years' post-qualification work experience, preferably in supervision management and planning works in construction related fields;
- (3) solid experience in project management;
- (4) a high level of integrity and a good sense of responsibility; be meticulous, attentive to details and sensitive to figures;
- (5) excellent communication and interpersonal skills;
- (6) proactive, resourceful, creative, energetic character and ability to work independently with minimal supervision; 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

- (1) to assist in overseeing the daily operation of the Cooperative Training Schemes;
- (2) to assist the Manager - Development and Support Services in developing, reviewing and revising the training syllabus;
- (3) to prepare papers and reports related to the training; and
- (4) 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 – CT – 173H)** to 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。

