

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:

## **Associate Librarian**

### **The applicant must possess**

- (1) a recognised degree and professional qualifications in librarianship (MLS or equivalent);
- (2) a minimum of 7 years' library work experience, amongst which no less than 4 years at supervisory level with implementation experience of e-library at college / tertiary education;
- (3) working knowledge in the development of Learning Resource Centre, including physical set up, book acquisition, cataloguing system, circulation system, etc.;
- (4) knowledge of library professional trends, theories and best practices for the delivery of updated and innovative user services;
- (5) experience in system development of Library System and ability to lead the System Services to provide a wide range of quality services;
- (6) the ability to work independently and a good team player;
- (7) excellent planning, analytical, interpersonal skills; 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 act as the key member of the Library setup for the Hong Kong Institute of Construction (HKIC) from inception to put into action;
- (2) to lead, develop and implement the Library System, set priorities and programme plan;
- (3) to lead, manage, co-ordinate and monitor the day-to-day operation of the libraries located

at various campuses of the HKIC;

- (4) to lead and advise on the development of innovative service models and programmes for fostering user experiences;
- (5) to ensure implementation of the Guidelines, Policies and Procedures;
- (6) to develop Library Operation in areas of digital library application, research services, technology, digital services, multi-media / e-learning, language centres, etc.;
- (7) to provide timely reports and statistical analysis to support decision making; 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 / AL – HKIC – 175H)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **27 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。

