

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:

Assistant Officer – Training and Development (Ethnic Minority Services)

The applicant must possess

- (1) a recognised diploma or above;
- (2) a minimum of 3 years' post-qualification work experience in ethnic minority social services, preferably with experience in outreach initiatives;
- (3) an established network in ethnic minority community with good communication and interpersonal skills;
- (4) good command of both written and spoken English and Chinese (including Putonghua);
- (5) competency in both written and spoken Hindi, Urdu, Nepali, etc. would be an advantage; and
- (6) proficiency in computer skills including Microsoft application softwares and Chinese word processing.

(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 promotion initiatives focusing on ethnic minorities from planning to organising activities such as briefings, workshops and promotion events related to trade testing and Construction Workers Registration Ordinance;
- (2) to assist in providing translation and interpretation services for construction training / trade

testing service to the industry;

- (3) to handle applications for various trade tests; including issuing trade testing cards and certificates, and updating candidates' status; and
- (4) to carry out any other duties as assigned from time to time by the Executive Director.

Applications

The position is on a time-limited fixed-term contract subject to operational needs.

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 / AO – TD(EMS) – 179T)** to hrds@cic.hk or by mail to the address below on or before **31 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。

