

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 Manager – Internal Audit

The applicant must possess

- (1) a recognised degree in accounting discipline or equivalent with relevant professional qualifications, such as CPA, CIA, CISA, CFE, etc.;
- (2) a minimum of 7 years' post-qualification relevant working experience in the field of internal audit, IT audit and / or risk assessment;
- (3) proven analytical and review abilities to undertake original analysis and investigation, identify best practice and formulate appropriate recommendations for continuous improvement in processes, systems and controls;
- (4) excellent command of written and spoken English and Chinese;
- (5) tactful interpersonal skills and the ability to communicate with stakeholders at all levels; and
- (6) ability to handle work projects independently and to work under pressure to meet tight deadlines and schedules.

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

Duties include

Report to the Senior Manager – Internal Audit, the incumbent is responsible:

- (1) to assist in the development and maintenance of audit policies, procedures and associated manuals and documentation;
- (2) to conduct and execute the annual risk assessment and audit planning processes;
- (3) to assist in maintaining and further enhancing the quality of audit projects and services;

- (4) to assist in maintaining and further enhancing efficient and effective audit system and processes;
- (5) to conduct and execute full-scope operational audits, system audits and special consulting projects;
- (6) to provide professional advice to management staff for operational efficiency and risk mitigation;
- (7) to liaise with all levels of CIC staff, external auditors and consultants as well as officers from other regulatory or public bodies;
- (8) to undertake special investigation projects for areas of management concerns and other projects as assigned by the Senior Manager – Internal Audit;
- (9) to handle and investigate into different types of complaints as assigned by the Senior Manager – Internal Audit; and
- (10) 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 / AM – IA – 202K)** to hrds@cic.hk or by mail to the address below on or before **18 December 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。

