

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 – Human Resources (Temporary)**

### **The applicant must possess**

- (1) a recognised degree in human resources management or related disciplines;
- (2) a minimum of 5 years' post-qualification solid work experience of all-rounded in Human Resources experience, preferably in Recruitment and Training;
- (3) good knowledge in Employment Ordinance and taxation system in Hong Kong;
- (4) team spirit with good interpersonal and communication skills with staff at various levels;
- (5) good initiative and problem solving skill; and
- (6) good command of both spoken and written English and Chinese and proficiency in computer Microsoft application softwares (including Word, Excel, PowerPoint, etc.) and human resources database management software.

*(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 Manager – Human Resources, the incumbent is responsible:

- (1) to support Manager – Human Resources to perform full spectrum of Human Resources functions including recruitment & selection, compensation & benefits, training and development, performance management, employee relations and staff activities, etc.;
- (2) to assist in reviewing, revising and implementing HR policies and procedures within the organisation's policy framework;
- (3) to assist in the development and implementation of e-recruitment under Human Resources

- Management System (HRMS) which includes but not limited to database management, preparation of the User Manual, User's Acceptance Test and conduct User Training;
- (4) to ensure that the HR practices comply with the organisation's policy and statutory requirements;
  - (5) to maintain an effective human resources database and management information system;
  - (6) to assist in other HR related ad hoc duties as and when required; and
  - (7) to carry out any other duties as assigned from time to time by the Executive Director.

## Applications

The position is on temporary basis for 6 months.

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 – HR – 204U)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **21 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。

