

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:

## **Manager – Council Services**

### **The applicant must possess**

- (1) a recognised degree in business administration / social science or other related discipline;
- (2) a minimum of 10 years' post-qualification working experience of performing secretariat duties, corporate administration or project / event management at a statutory body, government departments or other sizeable organisations. Knowledge and experience in construction or engineering will be a distinct advantage;
- (3) keen interests and awareness of construction industry development and current affairs;
- (4) excellent command of both written and spoken English and Chinese;
- (5) a high level of integrity and a sense of accountability;
- (6) strong interpersonal skills; and
- (7) a proactive, resourceful, meticulous character and can work independently.

*(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 – Council Services, the incumbent is responsible:

- (1) to provide secretariat support to the CIC, its committees and sub-committees, including drafting of papers and minutes for the meetings;
- (2) to uphold and continuously improve the quality of secretariat services;
- (3) to ensure rules and procedures are complied with in the course of CIC's operation;

- (4) to liaise with stakeholders and relevant parties on matters in relation to the construction industry;
- (5) to arrange and organise workshops, seminars and conferences;
- (6) to plan, coordinate and carry out duties in organising events in relation to the construction industry; and
- (7) 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 / M – CS – 205K)** to [hrdm@cic.hk](mailto:hrdm@cic.hk) or by mail to the address below on or before **22 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。

