

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 – Estates Office

The applicant must possess

- (1) a recognised degree in architecture, engineering or related disciplines;
- (2) a relevant professional qualification, such as MHKIA, MHKIE, etc. and a good knowledge of relevant statutory regulations;
- (3) a minimum of 10 years' post-qualification relevant managerial experience in design, construction, building, structural engineering;
- (4) proven leadership experience in developing and managing a multi-disciplinary team of professionals and technical staff in collaboration with internal clients, consultants, contractors and other stakeholders;
- (5) demonstrated ability to undertake the managerial role for facilities management and maintenance works;
- (6) highly defined communication skills for working with both internal and external stakeholders; and
- (7) an analytical mind with strong planning and organising abilities as well as people management and problem solving skills.

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

Duties include

The appointee will assist the Senior Manager – Estates Office to manage the day-to-day operation of the Project Management Office to provide safe, quality and client-focused project

management services to the CIC.

- (1) to formulate guidelines and operational procedures to facilitate effective operation and efficient deployment of resources for project management;
- (2) to plan, organise, coordinate and supervise consultants, contractors, service providers and in-house staff to provide project and contract management services including space planning, construction supervision, strategic planning and development, project budgeting and forecasting, cost control and consultancy management to meet the needs of the CIC;
- (3) to chair meetings with departmental coordinators to solicit feedback on project management services and formulate strategic directions for continuous improvements;
- (4) to prepare briefs for new building and capital works projects and provide input for drafting consultancy agreements;
- (5) to provide professional advice on construction alterations and renovation of facilities and to meet statutory requirements and solve possible problems;
- (6) to prepare layout plans, architectural sketch design plans and specifications and make recommendations on returned tenders for capital works contracts;
- (7) to monitor project expenditures and progress to ensure timely completion;
- (8) to review and update standards and specifications for capital works on a regular basis; and
- (9) 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 **(18 / M – EO – 063U)** to hrdm@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **27 April 2018**. 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。

