

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 Manager – Estates Office

The applicant must possess

- (1) a recognised degree in architecture, building surveying, building construction, engineering or related disciplines;
- (2) a relevant professional qualification, such as MHKIA, MHKIS, MRICS, MHKIE, etc.; and a good knowledge of relevant statutory regulations;
- (3) a minimum of 12 years' post-qualification relevant managerial experience in building maintenance, project management and contract management;
- (4) extensive experience in managing and formulating policies and strategies as well as implementing changes with significant impacts;
- (5) 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;
- (6) demonstrated ability to undertake the project and contract management role for alteration and improvement works and building maintenance works;
- (7) highly defined communication skills for working with both internal and external stakeholders; and
- (8) 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 Executive Director to manage the Estates Office and to oversee the operations of the Project Management Office with a view to provide safe, quality and client-focused estate management services to the CIC.

- (1) to lead and manage teams of administration, professional and technical staff in fulfilling the professional servicing obligations of the Estates Office and arrange their continuous professional development;
- (2) to advocate and cultivate a customer-oriented culture amongst staff at all levels to provide client-focused services in administration, repair and maintenance and capital project management to the CIC;
- (3) to set strategic departmental objectives and goals, arrange efficient deployment of resources to meet these goals and support the CIC in implementing its strategic plans;
- (4) to formulate and review strategies in planning and implementing cost-effective office administration, repair and maintenance and capital works programmes for CIC's properties; and
- (5) 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 / SM – EO – 064U)** 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。

