

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 – Construction Procurement**

### **The applicant must possess**

- (1) a recognised degree in construction / engineering or other related discipline;
- (2) a minimum of 10 years' post-qualification work experience in construction or engineering field, experience in construction contract management or tender preparation will be favourably considered;
- (3) good understanding of commercial considerations and business practices in the local construction market;
- (4) hands on experience in providing secretariat support to public bodies or sizable organisations would be a distinct advantage;
- (5) excellent command of both written and spoken English and Chinese;
- (6) a high level of integrity and a sense of accountability;
- (7) strong interpersonal and communication skills; and
- (8) a proactive, resourceful, energetic character and can work independently with minimal supervision.

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

### **Duties include**

- (1) to develop and implement initiatives to enhance current construction procurement practices with respect to project planning, tendering, contract administration and site supervision;
- (2) to formulate strategies and pragmatic solutions for promoting good procurement and

dispute avoidance / resolution practices to improve the quality and cost performance of construction projects;

- (3) to undertake special projects, including but not limited to promoting NEC and MiC in the industry;
- (4) to provide secretariat support to the Committee on Construction Procurement of CIC and to implement the work plan of the Committee;
- (5) to prepare work plans, study briefs, research reports, papers, guidelines, standards, documents of technical nature as well as any other relevant documents to facilitate discussion by the Committee;
- (6) to actively liaise with government departments and industry stakeholders to encourage the adoption of innovative ideas in construction procurement; 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 **(18 / M – CP – 068H)** to [hrdm@cic.hk](mailto:hrdm@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **2 May 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](mailto:hr@cic.hk)聯絡。

