

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 – Learning & Teaching Unit

The applicant must possess

- (1) a recognised degree in human resources management, training and development, business studies, or related disciplines;
- (2) a minimum of 5 years' post-qualification work experience in handling training and staff development matters, including sourcing of training resources, liaising with user departments on training needs, logistic arrangements of training, system and policy implementation, training evaluation, preparation of statistical and analytical management reports, etc.;
- (3) a self starter with good initiative and problem solving skills;
- (4) good organisational, communication and interpersonal skills and be able to communicate with all levels;
- (5) good presentation and facilitation skills;
- (6) good command in both spoken and written English and Chinese; and
- (7) proficiency in computer software applications including Word, Excel and human resources management software.

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

Duties include

- (1) to co-ordinate overall training logistic arrangements, including venue booking, staff enrolment, evaluation, vetting applications for various subsidies, reimbursement of

subsidies, etc.;

- (2) to assist the Manager – Learning & Teaching Unit to prepare the annual training plan and ensure it meets the training targets and schedule;
- (3) to search and source external service vendors in the areas of course structure, program content and delivery approach to address specific needs of staff;
- (4) to liaise with HKIC and other CIC departments to identify training needs and to collect feedback on training;
- (5) to review and recommend improvement and update on training program and material as per feedback from staff and management; and
- (6) 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 / SO – LTU – 070U)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **4 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聯絡。

