

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 – Career Support Services**

### **The applicant must possess**

- (1) a recognised degree in social work, counseling, marketing, communication, business administration or other related discipline;
- (2) a minimum of 5 years' post-qualification relevant work experience, preferably in sizeable organisations / education institutions / government departments;
- (3) proficiency in Microsoft applications, Chinese word processing and website management;
- (4) excellent project management and interpersonal skills;
- (5) ability in time management and work independently under pressure; and
- (6) good command of both written and spoken English and Chinese.

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

### **Duties include**

- (1) to supervise a team of officers and assistants in managing Mentorship Programme, Site Practice Scheme, job fairs, sharing sessions and alumni affairs;
- (2) to administer the Apprenticeship Scheme for Hong Kong Institute of Construction graduates;
- (3) to maintain the database and prepare relevant reports;
- (4) to develop and maintain the alumni network;
- (5) to enhance communication platform and activities for trainees and alumni;
- (6) to assist and participate in the public relations activities if required; 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 / SO – CSS – 120R)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **26 June 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。

