

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 – Curriculum Development & Quality Assurance, Hong Kong Institute of Construction (HKIC)**

### **The applicant must possess**

- (1) a recognised degree, preferably in a construction-related / education / training / language discipline;
- (2) a minimum of 5 years' post-qualification administrative experience, preferably in the areas of programme development, quality assurance, and / or secretariat work in the education and / or vocational training sector(s);
- (3) good organisation and multi-tasking skills, attention to details and with a strong sense of responsibility;
- (4) proactive, resourceful, self-motivated, and ability to work well both independently and in teams under pressure and time constraint;
- (5) good interpersonal skills and be able to communicate effectively to various stakeholders both internal and external to the organisation;
- (6) competence in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing; and
- (7) 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 be in charge of all administration matters of the Department, including setting up and maintaining and reviewing filing systems, handling financial and procurement matters, and providing administrative support etc.;
- (2) to provide secretariat support to the committees and sub-committees of HKIC as well as other associated meetings and working groups, including preparing meeting agendas, papers, minutes and arranging logistics for the meetings;
- (3) to assist the Assistant Manager to oversee and support the implementation of quality assurance system of HKIC;
- (4) to plan and take charge of administration and logistic arrangement for validation, re-validation, accreditation and re-accreditation exercises;
- (5) to plan, lead and organise projects and activities such as training workshops, seminars, and promotional events;
- (6) to support the implementation of various HKIC quality assurance initiatives; 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 – CDQA – 121H)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **27 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](mailto:hr@cic.hk)聯絡。

