

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 high-calibre individual to fill the position of:

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

### **The applicant must possess**

- (1) a recognised degree or post-graduate qualification in education / training. A construction-related background is preferred but not essential;
- (2) a minimum of 10 years' post-qualification experience in overseeing or implementing outcomes-based education and training or quality assurance / accreditation matters, preferably from education and / or vocational training institutions, amongst which a minimum of 3 years in teaching in secondary or post-secondary or tertiary sector;
- (3) good track record in project management and change management including leading curriculum development, or setting up quality assurance systems or leading accreditation exercises;
- (4) commitment to high levels of quality and continuous improvement;
- (5) a very good knowledge of Hong Kong Qualifications Framework (HKQF) and its implementation requirements;
- (6) excellent organisation skills, influencing skills, resourcefulness, proactive working attitude and willingness to take up extra responsibilities;
- (7) good interpersonal skills and be able to communicate effectively to various stakeholders both internal and external to the organisation; and
- (8) excellent 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 review and revamp training programmes at various levels (up to HKQF Level 4) taking into account good principles of curriculum development and HKQF requirements;
- (2) to execute and implement plans according to the strategic direction of accreditation journey for HKIC and its programmes;
- (3) to oversee, facilitate and support the development of training programmes pitched at different HKQF levels through structured staff training, coaching and consultation;
- (4) to set up, implement and review the quality assurance system, including developing relevant policies and guidelines;
- (5) to devise mechanism and schemes to promote quality culture in the institute, including enhancement to learning and teaching;
- (6) to provide relevant programme planning, delivery and management supports (e.g. briefings, workshops, consultation sessions) to teaching staff at campuses;
- (7) to be in charge of accreditation exercises to ensure successful outcomes;
- (8) to provide relevant committee secretariat support and attend meetings; and
- (9) 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 – CDQA – 125H)** to [hrdm@cic.hk](mailto:hrdm@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **29 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。

