

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 – Council Services**

### **The applicant must possess**

- (1) a recognised degree, preferably in a construction-related discipline; and profound knowledge in secretariat works, event planning & publicity and / or project management & implementation would be an advantage;
- (2) a minimum of 5 years post-qualification work experience; solid experience in safety and / or event management is preferred;
- (3) excellent organisation, communication, negotiation and interpersonal skills with outstanding attention to details;
- (4) proactive, resourceful, creative, self-motivated and the ability to meet tight schedule, work independently under pressure, and prioritise multiple tasks;
- (5) competence in Microsoft application software (including Word, Excel and PowerPoint, etc.) and Chinese word processing; and
- (6) 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 plan, co-ordinate and carry out all duties in the organisation of activities such as workshops, seminars and conferences;
- (2) to assist in launching new events to promote construction innovation and / or site safety;
- (3) to assist all duties in the organization of “Construction Safety Week” and associated pre

and post event activities;

- (4) to liaise with stakeholders and relevant parties on various construction-related matters;
- (5) to provide secretariat support to the CIC, its committees and Task Forces as well as the associated meetings including drafting meeting papers, minutes and logistics arrangement for the meetings;
- (6) to draft and prepare publicity materials for the CIC, its committees and Task Forces;
- (7) to provide administrative support and financial processing to the team; and
- (8) to carry out any other duties as assigned from time to time by the CIC.

## 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 **(17 / SO – CS – 008K)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail to the address below on or before **30 January 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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