

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:

Officer – Training and Development (Outreach Services)

The applicant must possess

- (1) a recognised degree, preferably in construction, occupational safety or any other related disciplines;
- (2) a minimum of 3 years post-qualification work experience, preferably with experience in promoting and / or organising construction related activities;
- (3) excellent interpersonal and communication skills and capable of coordinating between various stakeholders; and
- (4) 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 plan and coordinate outreach services at construction sites including the promotion of CIC training services and assisting workers to apply services provided by the CIC;
- (2) to coordinate with various teams including but not limited to Training and Development on the promotion strategies and related arrangement;
- (3) to provide regular analysis and report on the outreach services to the management;
- (4) to provide administrative and executive support to the supervisor; and
- (5) to carry out any other duties as assigned from time to time by the CIC.

Applications

The position is on a time-limited fixed-term contract subject to operational needs.

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 / O – TD(OS) – 042T)** to hrds@cic.hk or by mail to the address below on or before **28 March 2017**. For further details on CIC please refer to website: www.cic.hk.

Manager - Human Resources
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