

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 – Cooperative Training Schemes

The applicant must possess

- (1) a recognised degree, preferably in Marketing, Business Management or relevant disciplines;
- (2) a minimum of 3 years post-qualification work experience in marketing / promotion / construction related fields or project execution;
- (3) ability to accomplish assigned tasks independently and with quality to meet strict deadlines;
- (4) a high level of integrity and a good sense of responsibility; meticulous, attentive to details and sensitive to figures;
- (5) good planning and organisation skills, proactive working attitude and willingness to take up responsibilities;
- (6) resilience and adaptability to changes;
- (7) strong interpersonal and communication skills;
- (8) proficiency in Microsoft application softwares (including Word, Excel, PowerPoint, etc) and Chinese Word Processing; and
- (9) excellent command of both written and spoken English and Chinese is a must.

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

Duties include

- (1) to executive the daily operation of various Collaborative Training Schemes;
- (2) to coordinate all the work related to the Collaborative Training Schemes including but not

- limited to trainee recruitment, promotional and marketing activities;
- (3) to assist in developing, reviewing and revising the training syllabus;
 - (4) to prepare correspondences, work plans, reports, presentation files, and meeting agenda, papers, minutes as well as any other documents;
 - (5) to assist in planning and carry out business plan and initiatives for improving the quality of construction training and any other relevant services;
 - (6) to assist in the liaison with stakeholders, including government departments, trade associations, professional bodies, labours unions and construction companies with regard to the implementation and development of training schemes;
 - (7) to provide support in CIC events and ad-hoc assignments as and when required; and
 - (8) 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 – CTS – 045H)** to hrds@cic.hk or by mail to the address below on or before **3 April 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

*Manager - Human Resources
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