

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:

## **Manager – Training & Development**

### **The applicant must possess**

- (1) a recognised degree;
- (2) a minimum of 10 years post-qualification experience in the field of construction industry or vocational education and training in a public body, training institute or sizable organisation;
- (3) knowledge and experience in construction or training related areas such as civil engineering / building / E&M engineering / plant operation / management / safety / Building Information Modeling (BIM) / vocational education and training would be desirable;
- (4) profound knowledge in project management and implementation;
- (5) strong leadership, self-initiated and good analytical skills;
- (6) a high level of integrity and a strong sense of accountability;
- (7) good communication and interpersonal skills and effective network with industry stakeholders;
- (8) proactive, resourceful, creative and energetic character and can work independently with minimal supervision; 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**

The incumbent will report to the Senior Manager – Training & Development and is expected:

- (1) to oversee the daily operation of a Training Centre in the provision of training courses and / or in the implementation of various training schemes;
- (2) to review the training courses and / or training schemes currently provided and to update their contents on a regular basis so to ensure that they meet the demands of the industry;
- (3) to liaise with the industry on the development and provision of training courses and / or training schemes to ensure that they meet the needs and demands of the industry;
- (4) to coordinate and analyse various researches and reports related to construction in formulating strategies on the development of training courses / schemes;
- (5) to propose and develop various training courses / schemes in anticipation of the trend and development of the construction industry;
- (6) to perform secretariat duties for related Task Forces, Working Groups and any other relevant meetings;
- (7) to participate in various publicity events of the CIC in the promulgation of the CIC including but not limited to the training courses / schemes; 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 / M – T&D – 065H)** to [hrdm@cic.hk](mailto:hrdm@cic.hk) or by mail to the address below on or before **2 May 2017**. For further details on CIC please refer to website: <http://www.cic.hk>.

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