

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 – Facilities Management and Administration (Facilities Management)

The applicant must possess

- (1) a recognised degree preferably in facilities management / building services / engineering or other construction related discipline;
- (2) a minimum of 3 years' post-qualification relevant and concrete work experience in facilities management / project management; hands on experience in preparing manuals, schedules, tender documents and discussion papers is preferred;
- (3) solid project planning and management skills and can demonstrate strong abilities in organisation, setting priorities, documentation and multi-tasking;
- (4) excellent interpersonal, communication, and presentation skills with the ability to interact with various stakeholders;
- (5) a can-do mindset and the ability to work under pressure to meet the set objectives of the organisation; 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 assist in planning, coordinating and monitoring the planned renovation projects and space accommodation, preventive and routine repair & maintenance works, and / or other improvement works;

- (2) to handle the administration and co-ordination of the assigned renovation projects;
- (3) to perform the on-site technical support in site inspection and coordination with contractors as well as internal staff;
- (4) to provide the technical advices in project progress meeting with main contractors and other sub-contractors in order to achieve the standardisation and centralisation;
- (5) to assist in the preparation of various technical specification and tender documents;
- (6) to assist in controlling the annual budget related to renovation and space accommodation projects; and
- (7) 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 / O – FMA(FM) – 119U)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **26 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。

