

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 – Centre for Professional Development, Hong Kong Institute of Construction (HKIC)

The applicant must possess

- (1) a recognised degree / post-graduate qualification in education / training, construction-related background is preferred but not essential; or a recognised degree in construction-related disciplines with education / training qualifications or experience;
- (2) a minimum of 10 years' post-qualification experience in the field of vocational / professional / educational / training, with proven track record in programme design and development, implementation of quality assurance policy, networking with industry stakeholders, etc.;
- (3) good leadership and management skills, excellent interpersonal, communication and people management skills and be able to work independently;
- (4) good presentation skills with a high level of proficiency in both English and Chinese, preferably including Putonghua;
- (5) strong organisation and problem solving skills, a proactive and professional work style; and
- (6) high motivation for new project development.

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

Duties include

- (1) to support the Director of HKIC and Senior Manager of Centre for Professional Development in the formulation and implementation of the HKIC's strategic development plan for its various training programmes;

- (2) to provide academic leadership in the HKIC campus in the development, administration, quality assurance, validation and accreditation of construction training programmes;
- (3) to be the programme leader of various training programmes and the pioneer to lead the implementation of these training programmes;
- (4) to support the HKIC's initiatives to enhance quality assurance of its training programmes;
- (5) to work closely with the Curriculum Development & Quality Assurance Team of HKIC in the review and revamp of training programmes to gear towards HKQF requirements;
- (6) to drive the development of new training programmes so as to meet the needs of the industry;
- (7) to conduct research on the current and future development of vocational and professional education and training in the construction industry;
- (8) to assist the Director of HKIC and Senior Manager of Centre for Professional Development on the planning and utilization of manpower and training resources of various campuses;
- (9) to liaise with stakeholders on the development and provision of training courses / programmes / schemes to meet the needs and demands of the industry;
- (10) to maintain close contacts with industry, professional bodies and other training / educational institutes locally and internationally on collaborative arrangements;
- (11) to prepare discussion papers, provide secretariat support to Boards and Committees, perform managerial / administrative duties, as well as to conduct teaching where necessary; and
- (12) 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 / M – CPD – 126M)** to hrdm@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **29 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。

