

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:

## **Assistant Manager – Technical Support**

### **The applicant must possess**

- (1) a recognised degree, preferably in construction / engineering;
- (2) a minimum of 7 years' post-qualification work experience in construction companies or the government, experience in serving top management in sizeable organisations will be a definite advantage;
- (3) good research and writing skills with proficiency in drafting discussion papers, reports, PowerPoint presentation, etc.;
- (4) hands-on experience in managing projects, overseeing operations, developing strategies and formulating policies;
- (5) good networking capabilities and be able to establish working relationship with government, the construction industry and other major stakeholders;
- (6) a strong sense of excellence and professionalism with a commitment towards best practices in updating and developing policies and guidelines for the continuous improvement of CIC;
- (7) excellent people and management skills as well as presentation skills; and
- (8) 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 provide support to the Director - Industry Development to ensure the smooth operations

- of the Industry Development Division;
- (2) to assist in exploring opportunities for improving the effectiveness and efficiency of various teams under Industry Development;
  - (3) to co-ordinate various initiatives and implementation measures for enhancement of the Industry Development Division and to report the progress of these enhancement measures regularly to the Director – Industry Development;
  - (4) to assist in carrying out a wide spectrum of duties including information research and analysis, compiling reports as well as drafting correspondences, discussion papers, study briefs, etc.;
  - (5) to provide support in CIC events and various ad hoc assignments as and when required; and
  - (6) to carry out any other duties as assigned from time to time by 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 / AM – TS – 139K)** to [hrds@cic.hk](mailto:hrds@cic.hk) or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **17 July 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。

