

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 Construction Industry Council (CIC) is the implementation partner of the HK\$1 billion Construction Innovation and Technology Fund (CITF) established by the Government recently. The CITF Office was thus newly set up to administer and promote the CITF.

Manager – Construction Innovation & Technology Fund (CITF)

The applicant must possess:

- (1) a recognised degree in civil engineering, building services engineering and other construction-related disciplines; a chartered qualification or membership in a recognised engineering association is preferred;
- (2) a minimum of 10 years' post-qualification experience with no less than 5 years' experience in management role;
- (3) sound knowledge in construction industry of Hong Kong especially innovation and technology adoption in the industry; strong interests to investigate new innovation and technology by researching relevant information in the market;
- (4) strong presentation skills to encourage industry stakeholders to utilize the CITF and be able to explain concisely and precisely the technical context in relation to the CITF applications;
- (5) strong leadership and a pleasant team player with good interpersonal skills;
- (6) strong sense of responsibility and integrity;
- (7) diligent working attitude and flexible to work in different locations as well as overtime where necessary; and
- (8) good command in both spoken and written English and Chinese and proficient to operate the IT software. Chinese processing 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

Report to Assistant Director, the incumbent is expected:

- (1) to vet the technical context and assess the new innovation and technologies associated with the CITF applications and the Pre-approved Product Scheme; and to provide views on the applicability of these products;
- (2) to provide secretariat support to the Vetting Sub-committee and prepare the agenda, papers, minutes and other relevant documents; and to provide similar support to the committee and task forces as and when necessary;
- (3) to devise policies and procedures in relation to the CITF and update the documents timely as and when necessary;
- (4) to maintain close liaison with industry stakeholders as to the utilization of the funds and challenges faced; and to provide suggestions for management consideration where appropriate to keep the CITF robust to support industry development;
- (5) to handle the assigned CITF applications from its application stage till full reimbursements and keep track the progress closely including performing on-site inspection;
- (6) to manage the CITF team to achieve the service pledge, comply to the laid down policies and procedures, timely address enquiries and provide regular statistics and reports about the operations of the CITF; and to be a role model and at the same time able to groom the subordinates;
- (7) to formulate the strategic plan and business plan to ensure objectives of the CITF are adhered to; and
- (8) to carry out any other duties 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 – CITF – 151H)** to hrdm@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **24 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。

