

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:

Senior Officer – Human Resources (Talent Acquisition)

The applicant must possess

- (1) a recognised degree or diploma in Human Resources Management or other related discipline;
- (2) a minimum of 5 years' post-qualification work experience in Human Resources Management in sizeable organisations, including talent acquisition, staff retention, etc.;
- (3) good understanding of Employment Ordinance and other employment-related legislations;
- (4) knowledge and proficiency in the development and / or operation of Human Resources Management System will be a definite advantage;
- (5) excellent interpersonal skill and be able to communicate with people from all levels;
- (6) traits of being pro-active and attentive to details, ability to meet tight schedule and work independently under pressure;
- (7) good sense of ownership and acquiring mindset to ensure efficient and effective recruitment processes; and
- (8) 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

The appointee will report directly to the Team Lead of Recruitment of the Human Resources Department.

- (1) to perform various human resources functions including talent acquisition, retention strategies, and to work closely with the Staff Training Team to identify staff competencies and training needs;
- (2) to perform full recruitment and employment cycle including placing job advertisements, application screening, conducting interviews, job offer, contract preparation, salary proposal recommendation and on-boarding arrangements, etc.;
- (3) to identify, develop and implement effective recruitment channels;
- (4) to provide coaching to team members to monitor the professional standards of recruitment and on-boarding support;
- (5) to assist in the development and implementation of e-recruitment modules under the Human Resources Management System (HRMS) including database management, preparation of User Manual, User's Acceptance Test and User Training;
- (6) to compile recruitment reports and draft correspondences as and when required;
- (7) to participate in various HR-related and employer branding projects; and
- (8) 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 / SO – HR(TA) – 150U)** to hrds@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。

