

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 – Facilities Management and Administration

The applicant must possess

- (1) a recognised degree preferably in facilities management / building surveying / building services / engineering or other construction-related disciplines;
- (2) a minimum of 7 years' post-qualification relevant and concrete work experience in facilities management / building repair and maintenance / building surveying / project management, with no less than 3 years at supervisory level;
- (3) solid project planning and management skills, and can demonstrate strong abilities in organising, setting priorities, documentation and multi-tasking;
- (4) excellent interpersonal, communication, and presentation skills with the ability to interact with various stakeholders;
- (5) a flexible 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; hands on experience in preparing manuals, schedules, tender documents and discussion papers is preferred.

(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, co-ordination, execution and monitoring of matters relating to the repair and maintenance of the CIC's premises, which include training centres, training grounds, Headquarters, customer service centre at MTR stations, Zero Carbon Building,

etc.;

- (2) to lead a team of internal staff and to monitor the work of outsource contractors in the provision of repair and maintenance services to all CIC's premises;
- (3) to compile and analyse maintenance and facilities data and to produce incident or regular reports on building conditions of the CIC premises with a view to formulate plans and programmes for repair and maintenance;
- (4) to supervise improvement / renovation projects when required, from planning, execution, monitoring to maintenance; and to supervise and monitor the quality and progress carried out by contractors / consultants / service providers;
- (5) to plan and control the budget in relation to repair and maintenance;
- (6) to support in repair and maintenance services related procurement process including preparation of tender document, tenders analysis and making recommendations;
- (7) to formulate and update the operation and procedure manual in relation to repair and maintenance services;
- (8) to assist in building or renovation projects, such as contract administration, assessment of variations, measurement, estimating, cost control and payment; and
- (9) 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 / AM – FMA – 154U)** to hrds@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **25 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。

