

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 – Construction Safety

The applicant must possess

- (1) a recognised degree, preferably in construction safety / engineering / construction or other related disciplines;
- (2) a minimum of 10 years' post-qualification experience in the field of construction safety, with proven record in devising safety plan at the corporate / industry level and in advocating construction safety best practices;
- (3) the ability to develop implementation plans and strategies according to the decisions of the Committee on Construction Safety of CIC, manage projects and accomplish assigned tasks independently, timely and with quality;
- (4) strong commitment towards the betterment of the construction safety in Hong Kong with sound knowledge of local construction practices;
- (5) good networking capabilities and ability to establish strong working relationships with the government, the construction industry and other major stakeholders with the view to encouraging the industry to adopt best practices;
- (6) excellent organisation, communication, negotiation and interpersonal skills with outstanding attention to details;
- (7) proactive, resourceful, creative, energetic character and the ability to work independently as well as a strong team player;
- (8) ability to meet tight schedule and work under pressure independently and manage to priorities multiple tasks; and
- (9) 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

Reporting to the Senior Manager – Construction Safety, the incumbent is responsible:

- (1) to provide secretariat support to the CIC, its committees and sub-committees as well as its associated meetings, including preparing papers and minutes for the meetings;
- (2) to conduct research and study and to formulate rules and regulations, guidelines, codes of practice, codes of conduct, etc. for the improving construction safety in Hong Kong;
- (3) to review existing safety-related regulations on a regular basis to ensure that they align with market practices;
- (4) to prepare good practices, guidelines, study briefs, reports, papers, standards and documents of a technical nature;
- (5) to execute and implement the decisions of the Construction Safety Committee, its subsidiary Subcommittees, Tasks forces and ad hoc working groups agreed with the management;
- (6) to plan, co-ordinate and carry out duties in organising events and promotion campaigns in relation to the construction safety;
- (7) to manage and monitor the research studies in relation to the construction safety;
- (8) to liaise with industry stakeholders to understand their needs / concerns with the view to implementing improvement initiatives and plans to elevate construction safety; 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 / M – CSA – 155K)** to hrdm@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **26 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。

