

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 – Technical Services, Hong Kong Institute of Construction (HKIC)**

### **The applicant must possess**

- (1) a recognised degree / post-graduate qualification in construction-related discipline is preferred;
- (2) a minimum of 10 years' post-qualification work experience in vocational / professional / educational / training or other construction related fields, with proven track record in application and implementation of new technology / initiatives, and networking with industry stakeholders, etc.;
- (3) good leadership and management skills, excellent interpersonal, communication and people management skills, and be able to work independently;
- (4) good presentation skills with a high level of proficiency in both English and Chinese, preferably including Putonghua;
- (5) strong organisational, problem solving and leadership skills, a proactive and professional work style; and
- (6) high motivation for new project development.

*(Applicants who do not possess the required qualifications and / or experience may be considered for other positions within the organisation.)*

## Duties include

- (1) to support the Director and Principals of HKIC in the formulation and implementation of the HKIC's strategic plan for applying new construction technology into training programmes;
- (2) to identify and analyse new construction technology to be applied to training programmes so as to meet the needs of the industry;
- (3) to support the HKIC's initiatives to enhance quality assurance of its training programmes;
- (4) to work closely with the Campuses of HKIC in the review and revamp of teaching and learning packages to gear towards HKQF requirements;
- (5) to maintain close contacts with industry, professional bodies and other training / educational institutes locally and internationally on collaborative arrangements;
- (6) to prepare discussion papers, provide secretariat support to Boards and Committees, perform managerial / administrative duties, as well as to conduct teaching where necessary; and
- (7) 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 – TS – 156H)** to [hrdm@cic.hk](mailto: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。

