

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 – Estates Office

The applicant must possess

- (1) a recognised degree in architecture / engineering / surveying or related disciplines;
- (2) a relevant professional qualification, such as MHKIA, MHKIE, etc. and good knowledge of relevant statutory regulations;
- (3) a minimum of 10 years' post-qualification managerial experience in design, construction, building, structural engineering; with substantial experience in capital projects of higher education institutions or subvented projects would be an advantage;
- (4) capability in project management, strategic planning, building development and large-scale building execution;
- (5) proven leadership experience in developing and managing a multi-disciplinary team of professionals and technical staff to collaborate with internal clients, consultants, contractors and other stakeholders;
- (6) demonstrated ability to undertake the managerial role for campus development, capital projects, facilities management and maintenance works; and
- (7) good interpersonal and communication skills in 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 assist the Senior Manager – Estates Office to manage the day-to-day operation of the Project Management Office to provide safe, quality and client-focused project

management services to the CIC.

- (1) to lead and contribute in campus development and master planning, space planning and accommodation in alignment with the overall strategic plan of the organisation;
- (2) to assess, plan, rationalise, appraise and monitor the space utilisation efficiency and usage; and to formulate and implement policies, execute allocation, audits and space system;
- (3) to liaise with government departments, utilities companies and relevant organisations on matters related to campus and space planning, acquisition of land and premises;
- (4) to plan and conduct tendering or procurement activities for new projects and building works including but not limited to the assessment of premises requirements and physical planning, preparation of layout plans, architectural sketch plans, designs, drawings, schedules, specification, contract conditions, user requirements, budgeting and forecasting, etc.;
- (5) to monitor construction contracts from start to completion (including defect liability periods and final accounts);
- (6) to drive and control all aspects of projects, and optimise the use of resources to meet user's requirements on function, cost, time, quality standards and future maintenance; 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 – EO – 157U)** to hrdm@cic.hk or by mail (please mark "CONFIDENTIAL" on the envelope) to the address below on or before **27 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。

