



The vision of the Construction Industry Council (CIC) is to drive for unity and excellence of the construction industry of Hong Kong.

The mission of CIC is to strengthen the sustainability of the construction industry in Hong Kong by providing a communications platform, striving for continuous improvement, increasing awareness of health and safety, as well as improving skills development.



Assistant Manager - Information Technology (Digital Projects)

Job Ref. Id

CIC_101996

Job Type

Full Time

Closing Date(Dd-Mm-Yyyy)

07-10-2024

The applicant must possess

1. A recognised degree in Computer Science, Information Management, or IT relevant disciplines;
2. A minimum of 7 years post-qualification work experience in digital projects;
3. With track records in managing and deploying digital platforms and services, including enterprise web content management (e.g. Adobe AEM), analytics (e.g. Google Analytics, Adobe Analytics), availability monitoring, EDM tools (e.g. SendGrid) and / or social media management;
4. Sound knowledge of web / mobile applications, identity access management, search engine optimisation, user analytics and / or agile project management methodology is an advantage;
5. Excellent communication skills and ability in vendor management;
6. Strong presentation and analytical skills with a sense of delivering a user-centric experience; and
7. Fluency in 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

1. To get involved in the whole digital project life cycle including but not limited to gathering and organising user requirements, identifying and evaluating vendor solutions, procurement, UAT and product verification;
2. To liaise with internal stakeholders, team members and vendors in delivering user-oriented digital platforms and services;
3. To support the creation and maintenance of any business documentation required;
4. To provide assistance in handling production incidents and enquiries;
5. To stay current with digital trends and new technologies; and
6. To carry out any 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 click the below “Apply Online” to complete the application form and upload the 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 on or before **7 October 2024**.

For further details on CIC please refer to website: <http://www.cic.hk> (<http://www.cic.hk>).

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。










✓ Apply online (https://apply5.lumessetalentlink.com/apply-app/pages/application-form?jobId=QBQFK026203F3VBQB688NV4NO-9108&langCode=en_GB)