



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 - IT (ERP & Project Management)

Job Ref. Id

**CIC\_101990**

Job Type

**Full Time**

Closing Date(Dd-Mm-Yyyy)

**14-10-2024**

### The applicant must possess

1. A recognized degree in Computer Science, Information Systems, or other related disciplines.
2. At least two years of successful IT project management experience managing enterprise-scale IT projects in a complex environment.
3. A minimum of 5 years post-qualification work experience in ERP/HR implementation
4. Competence in system design and configuration, system / data security, software evaluation and testing.
5. Excellent system integration know-how.
6. Certifications in ERP systems will be advantageous.
7. Certifications in relevant project management fields such as Project Management Professional (PMP) or Certified Scrum Master (CSM) preferred.
8. Excellent communication and leadership skills and the ability to work collaboratively with different stakeholders, including vendors, users, and cross-functional teams.
9. Proactive, responsible, detail-oriented, independent character, and solid communication and problem-solving skills.
10. Good command of both written and spoken English and Chinese.

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

## Duties include

1. Act as project manager to lead the project team including external vendors, internal users and IT teams to ensure successful delivery of IT projects.
2. To prepare tenders/requests for proposals and conduct all necessary meetings to facilitate selecting project services and products.
3. To organize meetings, manage all phases of the IT projects to ensure on-time completion.
4. To monitor project progress and provide regular status reports to stakeholders.
5. To perform quality assurance tasks to ensure project deliverables meet quality standards.
6. To manage and work with application developers and vendors to provide support on existing systems such as incident resolution, server and system upgrade, apply system patches.
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 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 **14 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](mailto:hr@cic.hk) 聯絡。



✓ Apply online ([https://apply5.lumessetalentlink.com/apply-app/pages/application-form?jobId=QBQFK026203F3VBQB688NV4NO-9144&langCode=en\\_GB](https://apply5.lumessetalentlink.com/apply-app/pages/application-form?jobId=QBQFK026203F3VBQB688NV4NO-9144&langCode=en_GB))