



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 (Project Management)

Job Ref. Id

CIC_101997

Job Type

Full Time

Closing Date(Dd-Mm-Yyyy)

10-10-2024

The applicant must possess

1. A recognized degree in Computer Science, Information Systems, or other related disciplines.
2. At least 2 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 web application development, preferably using Microsoft ASP.NET and SQL Server, but optional.
4. Certifications in relevant project management fields such as Project Management Professional (PMP) or Certified Scrum Master (CSM) preferred.
5. Excellent communication and leadership skills and the ability to work collaboratively with different stakeholders, including vendors, users, and cross-functional teams.
6. Prior experience / Certifications in Outsystems Platform development will be advantageous.
7. Prior experience working in student-related information systems will be advantageous.
8. Proactive, responsible, detail-oriented, independent character, and solid communication and problem-solving skills.
9. 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. Prepare tenders/requests for proposals and conduct all necessary meetings to facilitate selecting project services and products.
 2. To lead project teams and external vendors and collaborate with internal IT teams to ensure successful delivery of IT projects.
 3. To organize meetings and 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 in-house application developers and vendors to support existing information systems; and
1. 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 **10 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-9140&langCode=en_GB)