



## Assistant Manager – Technical and Industry Affairs (Environment)

Airports Council International (ACI) is the trade association that represents airports, with more than 640 members operating 1953 airports in 176 countries and territories worldwide is seeking the right candidate to join us in our Regional Office located in the Hong Kong International Airport. The ideal candidate would have the following qualifications, experience and abilities.

### **The incumbent will be responsible for:-**

- Assist in analysing latest developments and policy issues on international civil aviation environment protection, identify implications to airports and, if necessary, bring these issues to the regional environmental committee for discussion and make recommendations;
- Assist in providing secretarial support to the regional environmental and other committees;
- Assist in setting up agenda, conducting meetings, writing minutes and implementing follow up actions and projects decided by the regional liaison group and committees;
- Assist in promoting environmental management best practices in Asia-Pacific by facilitating sharing of information amongst airports;
- Assist in conducting research work and report on airport environmental management; and
- Undertake other ad-hoc tasks and assignments as required.

### **Requirements**

- Bachelor's Degree and or Master's Degree in Chemical, Civil, Environmental, or Mechanical Engineering, or Environmental Science or other relevant science or engineering disciplines;
- Minimum 3 years of relevant experience, preferably in the aviation industry and a multicultural working environment;
- Excellent interpersonal, communications, presentation, analytical and problem-solving skills;
- Positive work ethics such as being independent, well-organized and result-oriented;
- A good command of written and spoken English and Chinese, and desirably working knowledge of other Asian Languages as well;
- Proficient in PC applications, e.g. Microsoft Word, Excel, PowerPoint, etc; and
- Willingness to travel overseas frequently.

Interested candidates please send your CV with date of availability, present and expected salary by email to [recruit@aci-asiapac.aero](mailto:recruit@aci-asiapac.aero).

Only shortlisted applicants will be contacted. All Information received will be kept in strict confidence and only for employment-related purpose.

**Airports Council International, Asia-Pacific Regional Office**

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