

Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of learning and teaching through a diverse offering of academic and research programmes up to doctoral level in teacher education and complementary disciplines, such as the social sciences and humanities. The University aspires to further enhance its role as a leading university in the Asia Pacific region and beyond, with a focus on educational research, development and innovation, and recognized for its excellence in nurturing outstanding and caring professionals as well as the impact of scholarship.

The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 16 academic departments, as well as various University-level and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.

We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.

Human Resources Manager (Ref: 2100597)

Serving as a Section Head in the Human Resources Office, the appointee will be responsible for (a) formulating and implementing strategic human resources policies, procedures and systems, especially in the areas of training and development as well as staff relations; (b) leading a small team of staff to plan and organize training and staff relations activities; (c) providing one-stop human resources services in manpower planning, recruitment and appointment, benefits administration, and performance management, etc.; (d) providing administrative and secretarial support to Committees of the University; and (e) managing the office budget and administration.

Applicants should have a Bachelor's degree in a relevant discipline with at least 12 years of relevant working experience in human resources management, no less than 5 years of which in managerial positions in sizable organizations, preferably gained in the tertiary education sector; strong leadership with excellent interpersonal and communication skills as well as analytical, critical and strategic thinking and planning skills; experience in managing organizational change; and be highly proficient in both English and Chinese.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits, and where applicable, housing benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **30 November 2021**. Applications which are incomplete or without the required document may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.