

**Project Officer
(Holding a substantive rank of Executive Officer II) (Ref: 2100628)
Human Resources Office**

In support of the Government's Job Creation Scheme 2.0 under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 50 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be responsible for providing professional and executive support in the full spectrum of human resources services. In particular, he/ she is expected to support the development and enhancement of the online performance appraisal and recruitment systems. The appointee will also be involved in services including appointment and re-appointment, benefit administration, training and development, performance appraisal, staff records and system maintenance; providing effective support in formulating/reviewing human resources policies and procedures in the responsible subject areas; and performing other duties as assigned by the supervisor. The appointment will be for a period of around 12 months.

Applicants should have a recognized degree, preferably in Human Resources or related disciplines, with at least 3 years' full-time work experience in human resources management at sizable organizations, preferably in the higher education sector. They should be a good team player with strong sense of responsibility, self-motivated, with excellent interpersonal and communication skills, and capable of multi-tasking. Applicants should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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>.

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