

*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 teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Approaching its 30<sup>th</sup> anniversary, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing 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 a number of University-level research centres 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.*

### **Director of Human Resources (Ref: 2201287) Human Resources Office**

The appointee will be responsible for overseeing the human capital development of the University, and contributing to the formulation, implementation and review of human resources strategies and policies in support of the vision and development of the University. Leading a team of professionals and supporting staff, he/she will manage the various functions of human resources management, staff capacity building and manpower planning, compensation and benefits administration, performance management, staff development, staff relations and human resources information system to ensure that the University's human capital development and change management activities are conducted effectively and efficiently, and the University's human resources are deployed effectively to achieve its strategic objectives.

The appointee will also play an important role in partnering with the senior management and various stakeholders to create a motivating, supportive and productive work environment, and assist the Vice President (Administration) in any other matters, including developing strategic initiatives, introducing change and delivering innovative solutions to process streamlining and organizational issues, and driving the staff training and development initiatives and programmes of the University.

Applicants should have a recognised degree and relevant professional qualifications; substantial senior management experience in sizable organizations; a proven record of achievements in human resources management; a good understanding of the public organisations in Hong Kong; experiences in human resources training; strong leadership; excellent interpersonal, presentation and communication skills to work with government officials and external stakeholders, as well as staff members of the University at all levels; and proficiency in both English and Chinese. Familiarity with labour laws and employment-related legislations is essential.

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Attractive and competitive remuneration will be offered to suitable candidates. 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 **23 December 2022**. 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.**