

Human Resources Manager (Special Projects) (Ref: 2301078) **Human Resources Office**

We are seeking a dynamic and experienced Human Resources Manager to spearhead special projects / new initiatives focused on compensation and benefits, performance management, and process re-engineering.

Key Responsibilities of the appointee are as follows:

- Formulate and drive the special projects / new initiatives in human resources, particularly in compensation and benefits, and performance management;
- Steer the initiatives aimed at enhancing the functionality and streamlining the procedures and process relating to Human Resources Management;
- Oversee critical data collection and analysis, draft comprehensive reports, and present insightful findings and strategic recommendations; and
- Perform other duties and responsibilities as assigned, adapting to the dynamic needs of the role.

The ideal candidate should hold a bachelor degree and have at least 8 years of relevant working experience in Human Resources Management or relevant fields at tertiary institutions. Key skills and competencies of the appointee are:

- Proficiency in managing and interpreting data for critical analysis;
- Exceptional interpersonal skills with the ability to network and build relationships;
- Excellent organizational and presentation abilities;
- Good command of written and spoken English and Chinese;
- A team player with the ability to work under pressure and meet tight deadlines; and
- Strong attention to detail with the ability to work independently.

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

The appointment will be for a period of one year. The appointee will hold a substantive rank of Assistant Human Resources Manager (equivalent rank of Executive Officer I) in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 25 September 2023, and will continue until the post is filled.** Applications which are incomplete or without the required documents 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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