

Human Resources Manager (Ref: 2400416) **Human Resources Office**

The appointee will be responsible for (a) a full spectrum of human resources services to the Faculties / Academies / Departments / Offices / Centres, including recruitment, benefits administration, performance appraisal, contract renewal and maintenance of the HR management system; (b) planning and organising training, staff relations activities and large-scale events; (c) assisting in the formulation and review of human resources policies, procedures and systems in the areas of training and development as well as staff relations; (d) providing administrative and secretarial support to committees; and (e) performing other duties, such as compilation of management information reports and statistics, management of filing system and general office administration.

Applicants should have a good university degree with at least 8 years' relevant working experience in human resources management or related fields in sizable organisations; exceptional interpersonal and communication skills; and excellent command of written and spoken English and Chinese. Applicants should also be a team player, attentive to details and able to work independently.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal subject to satisfactory performance. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Assistant Human Resources Manager (viz., an 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 2 May 2024, 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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