

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 30th 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, two Academies and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 14 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.

Senior Human Resources Manager (Ref: 2501030)

As a key leader within the Human Resources Office, the Senior Human Resources Manager will serve as a section head, overseeing the development and execution of comprehensive HR strategies that align with the University's mission and vision. The role requires a strategic thinker with strong leadership capabilities, extensive HR expertise, and the ability to drive initiatives that enhance organizational effectiveness and employee engagement.

Key responsibilities include : (a) formulating and implementing strategic human resources policies, procedures and systems to ensure compliance with relevant laws and best practices; (b) leading a team of HR professionals to provide one-stop HR services to designated departments, offices and centres, overseeing key HR functions including manpower planning, recruitment, onboarding, benefits administration and performance management; (c) providing executive and secretarial support to university-level committees; and (d) leading and participating in university-wide projects and initiatives. The final job portfolio will be slightly adjusted in accordance with the appointee's caliber and expertise.

Applicants should have a Bachelor's degree in Human Resources, Business Administration, or a related field along with a minimum of 12 years of relevant working experience in human resources management. At least 5 years of those years should be in managerial roles within sizable organizations, preferably in the tertiary education sector. Candidate must demonstrate strong leadership abilities, excellent interpersonal and communication skills and strong analytical, critical and strategic thinking and planning skills. They should be team players with experience in managing organizational change. A solid understanding of employment laws, regulations, and best practices is essential, and candidates must be highly proficient in both English and Chinese.

Salary will be commensurate with qualifications and experience. The appointee will hold the substantive post of Human Resources Manager in the University.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal subject to satisfactory performance and mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), 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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV. **Review of applications will start from 6 October 2025, 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.

EdUHK is an Equal Opportunities Employer.