香港教育大學
The Education University of Hong Kong

Human Resources Manager (Ref: 2601021)
Human Resources Office

The appointee will be responsible for (a) a full spectrum of human resources services to designated Faculties / Academies / Departments / Offices / Centres, which includes overseeing recruitment processes, performance appraisals, contract renewals, departures, and maintaining accurate HR records; (b) ensuring operational excellence by delivering high-quality HR services for day-to-day processes, such as onboarding, appointments, movements, and offboarding; (c) assisting in the formulation and implementation of HR policies, procedures, systems and guidelines; (d) ensuring legal compliance and advise designated Faculties / Academies / Departments / Offices / Centres in respect of employment-related matters; (e) providing administrative and secretarial support to committees; and (f) performing other duties as assigned by the supervisor.

Applicants should have a good university degree with at least 7 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 and mutual agreement. 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 9 December 2026, 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.*

EdUHK is an Equal Opportunities Employer.

HKCSS CARING ORGANISATION 2025

20 years+ 同心展關懷 caringorganisation