

## **Assistant Director of Human Resources (at the rank of Assistant Registrar) in the Human Resources Office (HRO) (Ref.: 526550)**

We are looking for an Assistant Director of Human Resources to join the Human Resources Office and provide high-quality HR services to the University community.

### **The Role**

The appointed individual will provide leadership to the planning, development and implementation of integrated human resource policies and services in one or more of the following areas: academic personnel, talent and organizational development; business partnering and HR operations; compensation & benefits and HRIS. The appointee will have managerial responsibilities, with equal emphasis on managing the function and applying individual expertise. The successful candidates will lead a unit in developing operationally effective policies, procedures and systems, in addition to performing any other duties assigned.

### **Qualifications and Qualities**

- A good Bachelor's degree, preferably with a higher degree;
- 8-10 years' professional experience in HR management or administration preferred, in a public organization or a related sector;
- Strong understanding of the University's vision and mission and their implications for overall HR strategies;
- Ability to work independently, demonstrating initiative, sound judgment, and strong analytical and problem-solving skills;
- Demonstrated leadership abilities, including the supervision, management, and development of a small team to deliver quality service/work;
- Proven ability to plan and implement significant projects, with experience in project management;
- Excellent communication skills, capable of presenting ideas clearly and convincingly, both orally and in writing;
- Proactive planning for staff and resource requirements, good interpersonal and influencing skill;
- Ability to drive results through collaboration with different stakeholders at the University.

### **What We Offer**

The appointment will be made on fixed-term full-time contract, to commence as soon as possible with the possibility of renewal subject to satisfactory performance. A highly competitive salary commensurate with qualifications and experience will be offered, and contract-end gratuity together with University contribution to a retirement benefits scheme at 15% of basic salary. Other benefits include annual leave and medical benefits. Housing benefits will be provided where appropriate.

## **How to Apply**

The University only accepts online application for the above post. Applicants should apply online at the University's careers site (<https://jobs.hku.hk>) and upload an up-to-date C.V. Review of applications will start as soon as possible and continue until **May 26, 2024**, or until the post is filled, whichever is earlier. Shortlisted candidates will be invited to attend a written test.

*The University is an equal opportunities employer and  
is committed to equality, ethics, inclusivity, diversity and transparency*