



香港城市大學
City University of Hong Kong

City University of Hong Kong is a dynamic, fast-growing university that is pursuing excellence in research and professional education. As a publicly funded institution, the University is committed to nurturing and developing students' talents and creating applicable knowledge to support social and economic advancement.

Applications are invited for :

Executive Officer II in the Human Resources Office [Ref. C/909/03]

Duties

The appointee is expected to perform human resources functions and provide IT/data support to the Office including the following core responsibilities:

1. Support a full spectrum of human resources functions for departments assigned including appointment, remuneration and benefits administration, and performance management;
2. Compile, analyse and prepare management/statistical reports;
3. Assist in the development and enhancement of human resources systems;
4. Assist in assigned subject responsibilities; and
5. Perform any other duties as assigned.

Requirements

A Bachelor's degree, with at least 2 years' relevant post-qualification experience preferably in higher education. Excellent command of both written and spoken English and Chinese (including Putonghua); effective communication and interpersonal skills; excellent IT skills (including Access and Excel); good customer-servicing attitude; strong sense of duty and ownership with initiatives; high receptiveness to new ways of doing things; and ability to work independently and under pressure are required.

Shortlisted candidates will be invited for a written test.

Salary and Conditions of Service

Remuneration package will be highly competitive, commensurate with qualifications and experience. Appointment will be made on a fixed-term contract; fringe benefits include gratuity, leave, medical and dental schemes.

Information and Application

Further information on the post and the University is available at <http://www.cityu.edu.hk>, or from the Human Resources Office, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong [Email : hrojob@cityu.edu.hk/Fax : 2788 1154 or 3442 0311].

To apply, please submit an online application at <http://jobs.cityu.edu.hk>. **Applications will receive full consideration until the position is filled** and only shortlisted applicants will be contacted. The University's privacy policy is available on the homepage.

City University of Hong Kong is an equal opportunity employer. We are committed to the principle of diversity. Personal data provided by applicants will be used for recruitment and other employment-related purposes.

Worldwide recognition ranking #70 (QS 2024), and #4 among top 50 universities under age 50 (QS 2021); #4 in the World's Most International Universities (THE 2023); #1 in Automation & Control/Electrical & Electronic Engineering/Materials Science & Engineering/Metallurgical Engineering/Nanoscience & Nanotechnology and #3 in Telecommunication Engineering in Hong Kong (GRAS 2022); and #42 Business School in the World and #5 in Asia (UT Dallas 2018 to 2022)