Founded in 1989, Hong Kong Metropolitan University (HKMU) is a modern, vibrant and dynamic university. We tailor our professional programmes to adapt to market trends and meet industry needs, thus providing our students with quality professional education and clear career paths. Being the first University of Applied Sciences (UAS) in Hong Kong, we pledge to play a pioneering role in enhancing recognition of vocational and professional education and training, and nurturing talents with both applied skills and knowledge.

As a faculty-driven, student-centred university in support of innovative teaching and learning, strategic research, and stakeholder outreach to provide maximum benefit to our communities, we conduct research that advances knowledge and enhances teaching, focusing on strategic areas, including digital humanities and literature, international business, gerontechnology, personalised care, smart city, open and innovative education, and bilingual learning and teaching.

HKMU is becoming an ever more vital link in addressing and helping Hong Kong to solve many difficult challenges – as part of our involvement in, and commitment to, the 'metropolis' of Hong Kong. Our plans to expand into the Greater Bay Area (GBA) will also cultivate talent to serve Hong Kong and the wider metropolitan GBA.

For more information about the University, please visit https://www.hkmu.edu.hk.

We are now looking for a suitable person to fill the following position in the **Human Resources Office**:

Human Resources Manager (Ref: 24002EB)

Major Duties and Responsibilities
The appointee will be responsible mainly for the following:
- Assisting the Assistant Director of Human Resources in the formulation and execution of HR strategies and policies in various HR subject areas, including but not limited to learning & development, staff engagement and special projects;
- Supervising a team to provide high-quality one-stop HR services and support to Schools / Offices;
- Handling employee enquiries and concerns regarding visa, various HR applications, complaints, etc.;
- Providing executive support to committees and meetings;

- Ensuring compliance with relevant laws, regulations, and policies;
- Performing any other duties as assigned.

Candidates

Candidates should possess the following qualifications, experience and competence:

- A recognised degree, preferably in Human Resources Management or a related discipline;
- At least 6 years' relevant post-qualification experience in providing HR service and exposure in specialised HR functional areas;
- Up-to-date HR knowledge and practices including human resources management systems, employment related laws and regulations, and market trends;
- A customer focused and service mindset;
- Good multi-tasking, organisation, interpersonal and communication skills in both English and Chinese (preferably including Putonghua); and
- Good leadership and supervisory skills as well as analytical and problem-solving abilities.

Applicants with less relevant experience may be considered for appointment as Assistant Human Resources Manager.

Terms and Conditions for Appointment

An attractive remuneration package, including basic salary, an end-of-contract gratuity, and a discretionary incentive payment, where applicable, will be offered to the right candidates. Generous annual leave, staff-development sponsorships, medical and dental benefits, and life insurance coverage will also be provided.

To Apply

Candidates who are interested in joining us may submit their applications via the University's eRecruitment System.
https://hkmu.taleo.net/careersection/ex_full_time/jobapply.ftl?lang=en&job=24002EB

Closing date of application: 17 November 2024