

## **Assistant Human Resources Manager in the Human Resources Office (HRO) (Ref.: 530412)**

We are looking for an Assistant Human Resources Manager to join the Human Resources Office to provide quality HR services to the University community.

### **The Role**

The appointee will provide business partnering service to support HR operations for specific Faculties, academic departments or administrative offices of the University. He/She will carry out administrative responsibilities requiring a good understanding of policies, relevant principles, and established procedures; supervise team members on HR operations; resolve problems with application of experience/research and by exercising sound judgement; assist in handling non-routine business with initiatives and effectiveness; and serve committees or working groups when necessary. Development opportunities will be provided to candidates who are interested in pursuing a career in human resources in the higher education sector.

### **Qualifications and Qualities**

- A good Bachelor's degree or equivalent; with higher degree a plus;
- Not less than 2-5 years' relevant experience in a related sector in a supervisory position;
- Good aptitude to perform specialized duties in HR management;
- Excellent communication skills in both English and Chinese (including Putonghua);
- Meticulous attention to details, good analytical and problem-solving skills;
- Ability to multi-task and work independently without close supervision;
- Good organizational skills, strong sense of ownership and the ability to work under pressure;
- A good team player who can collaborate with different internal and external stakeholders of the University.

### **What We Offer**

The appointment will be made on fixed-term full-time contract for 2 years, 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, together with contract-end gratuity and University contribution to a retirement benefits scheme at 10% of basic salary. Other benefits include annual leave and medical benefits.

### **How to Apply**

The University only accepts online application for the above posts. 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 **December 2, 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*