



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 I/II in the Human Resources Office [Ref. R/072/24]

Duties

As an HR system support administrator and HR generalist working closely with the Senior Human Resources Manager, the duties of the appointee will include the following:

1. Administer/monitor/enhance the performance of various HR systems by working closely with system owners on user requirements and liaising with central IT and other stakeholders in system design, development, testing and implementation;
2. Manage requests for statistical data and compilation of HR analytics;
3. Handle a full spectrum of human resources functions for departments assigned (including recruitment, remuneration and benefits administration, performance management, staff training and development); and
4. 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.

Candidates with more than 7 years' relevant experience may be considered for appointment as Executive Officer I.

Shortlisted candidates may 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 posts 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 be reviewed on a continuing basis until the positions are filled.** Applications will receive full consideration 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 #62 (QS 2025) and #80 (THE 2025); #1 in the World's Most International Universities (THE 2024); Young University Rankings #4 (THE 2024); Asia University Rankings #15 (THE 2024) and #17 (QS 2024)