



香 港 中 文 大 學
THE CHINESE UNIVERSITY OF HONG KONG

Applications are invited for:-

Human Resources Office

Assistant Secretary / Administrative Officer (carrying the job title of ‘Senior Human Resources Manager’)

(Ref: 250000JX) (Closing date: April 22, 2025)

The appointee will join our well-established human resources management team in the University and will be responsible for one or more of the major human resources management functions including staff recruitment, staff engagement, performance management, benefits and personnel services, HR systems enhancement; developing and implementing human resources policies and procedures; providing support for committee work; and performing other ad hoc duties as assigned. The appointee will lead team members to work in close partnership with the academic and administrative units and support them in workforce planning, appointment and review, as well as the administration of and compliance with staff service regulations.

Applicants should have (i) a good honours degree and a highly effective command of the English and Chinese languages, with fluency in Putonghua; (ii) at least seven years’ (for Administrative Officer) or twelve years’ (for Assistant Secretary) administrative experience, preferably in higher education institutions or sizable organizations; (iii) comprehensive knowledge in employment laws and human resource business functions; (iv) excellent communication and presentation skills; (v) strong analytical ability and well-honed problem-solving skills; and (vi) a strong sense of ownership in driving new initiatives in a team setting.

Appointment will initially be made on contract basis for up to three years, renewable subject to mutual agreement. Shortlisted applicants will be invited for a written test.

[Those who have responded to the previous advertisement for the same post (Ref: 2400031U) need not re-apply.]

Application Procedure

The University only accepts and considers applications submitted online for the post above via the CUHK career site. For more information and to apply online, please visit <http://career.cuhk.edu.hk>.
