



Applications are invited for:-

**Human Resources Office**

**Assistant Director of Human Resources (at the rank of Senior Assistant Secretary II)**

*(Ref: 2600008W) (Closing date: March 7, 2026)*

The appointee will join our well-established human resources management team in the University responsible for overseeing human resources management functions including recruitment, staff engagement, performance management, benefits and personnel services, learning and talent development; developing and implementing human resources policies and procedures; providing support for committee work; and performing other ad hoc duties as assigned. A major responsibility of the post holder is to lead talent development strategies, e.g., enhance performance management processes, design leadership development and succession planning management frameworks. The appointee should be experienced and forward-thinking who will be entrusted to lead team members of various levels 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) ample experience in human resources or public administration, preferably at a senior level 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; (vi) experience in serving high-level committees; and (vii) 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.

***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>.***

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