

## **HUMAN RESOURCES OFFICE**

### **Human Resources Manager (Ref. 260302009)**

#### **Duties**

The appointee will be required to:

- (a) provide front-line one-stop-shop HR support in one of the Divisions in the Human Resources Office;
- (b) assist in the implementation of HR policies and procedures encompassing recruitment, further appointment, promotion, transfer, re-deployment, redundancy and termination of employment; compensation and benefits; staff development and training; staff appraisal, reward and sanction matters, etc.;
- (c) assist in assigned subject areas/projects and work independently with minimum supervision;
- (d) provide administrative/secretarial support to Committees and HR-related matters as and when required;
- (e) act as a mentor of junior officers in the Division and provide them with guidance and support; and
- (f) perform any other duties as assigned by the Director of Office or her delegates.

#### **Qualifications**

Applicants should:

- (a) have a recognised degree;
- (b) have at least five years of solid human resource management and supervisory experience;
- (c) have a good command of both written and spoken English and Chinese, and preferably with fluency in Putonghua;
- (d) have a perceptive and analytical mind with demonstrated management capability;
- (e) have good interpersonal and communication skills;
- (f) be competent in committee secretaryship;
- (g) be a good team player, proactive and dedicated to work and have a positive attitude; and
- (h) have good computer skills, including MS Word, Excel and PowerPoint, etc.

Shortlisted candidates will be invited to sit for a written test.

## Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement.

## Application

Please submit an application through PolyU's career website (<https://jobs.polyu.edu.hk/management>). **Consideration of applications will commence on 9 March 2026 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/pics\\_for\\_recruitment/](https://www.polyu.edu.hk/hro/careers/pics_for_recruitment/).

*PolyU is an equal opportunity employer, dedicated to fostering an environment that embraces diversity and demonstrates inclusion of people from all backgrounds, cultures, identities and experiences where all members of the University are treated with fairness, dignity and respect. To learn more about the University's "Statement on Equal Opportunities, Diversity, and Inclusion", please visit our website at [https://www.polyu.edu.hk/hro/equal\\_opportunities\\_diversity\\_and\\_inclusion/](https://www.polyu.edu.hk/hro/equal_opportunities_diversity_and_inclusion/).*