



Senior Human Resources Manager (Compensation & Benefits) in the Human Resources Office (HRO) (Ref.: 534523)

We are seeking a seasoned and forward-thinking Senior Human Resources Manager specializing in Compensation & Benefits (C&B) to join the Human Resources Office. The appointee will play a pivotal role in shaping the University's total rewards strategy, ensuring competitiveness, compliance, and operational excellence while supporting the University's mission to attract, retain and engage high-calibre talent.

The Role

- Regularly review, develop and enhance C&B policies, regulations, salary structures, allowance schemes and reward frameworks
- Drive digitalisation of C&B workflows and systems
- Oversee benefits design and administration including vendor management
- Prepare headcount reports and C&B analytics for management
- Provide professional advisory on compensation governance and compliance
- Support HR budgeting and workforce planning
- HR Talent Management for the HR Office
- Perform other duties as assigned

Qualifications and Qualities

- Bachelor's degree, preferably with a higher degree
- At least 10 years' C&B experience with at least 5 years in management
- Expertise in compensation structures, job evaluation, benchmarking, benefits and compliance would be valuable
- Strong analytical and project management skills
- Excellent communication skills in English and Chinese
- Strong stakeholder management and influencing skills
- Professional certifications (e.g., CCP/GRP) an advantage
- Experience in higher education or complex organisations preferred

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 15% of basic salary. Other benefits include annual leave and medical benefits.

How to Apply

The University only accepts online application for the above post. 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 **March 31, 2026**, 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