



Senior Human Resources Manager in the Human Resources Office (HRO) (Ref.: 534524)

We are looking for a Senior Human Resources Manager specializing in supporting HR matters in relation to initiatives in the Chinese Mainland, to join the Human Resources Office to provide high-quality HR services to the University community.

The Role

The appointee will:

- Liaise with and work together with different units/stakeholders within and outside the University, and geographically across Hong Kong and the Chinese Mainland, to develop and implement HR policies and procedures in compliance with local laws and regulations for initiatives in the Chinese Mainland
- Manage the full employee lifecycle, from recruitment and onboarding to performance management and offboarding
- Provide guidance and support to managers and employees on HR-related matters
- Lead and manage employee relations, including conflict resolution and disciplinary actions
- Coordinate payroll, benefits administration, and compensation structures in line with market trends and legal standards
- Drive employee engagement and retention initiatives to create a positive work environment
- Travel to the Chinese Mainland on a need basis and perform other duties as assigned

Qualifications and Qualities

- A good Bachelor's degree, preferably with a higher degree and Professional Certificate in HRM in the Chinese Mainland
- 10+ years' professional experience in HR, with at least 5 years' in a managerial role
- Strong knowledge of the Labour Law of the People's Republic of China, social insurance and compliance requirements
- Knowledge of cross-border taxation arrangements
- Experience in handling employee relations under the legal framework in the Chinese Mainland
- Excellent communication skills in both English and Chinese, including fluency in Mandarin, capable of presenting ideas clearly and convincingly, both orally and in writing
- Effective liaison and information dissemination and exchange within the University and with external bodies, with well-developed interpersonal and influencing skills
- Ability to drive results through collaboration with different stakeholders at the University
- Proven ability to work effectively in a fast-paced, multicultural environment a plus

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 20, 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*