



Human Resources Manager/Assistant Human Resources Manager in the Human Resources Office (HRO) (Ref.: 534766)

We are looking for a Human Resources Manager/Assistant Human Resources Manager to join the Human Resources Office to provide quality HR services to the University community.

The Role

The appointees will be responsible for designing and developing innovative programs to support talent and organization development initiatives. The roles will involve supervising team members and collaborating with various stakeholders to identify learning and development needs, designing curriculum, and implementing programs to enhance employee development and organizational effectiveness. The roles will also take part in the formulation and execution of new initiatives, such as Learning Experience Platform, Culture Change, Performance Management, etc. Those with less experience or qualifications may be considered for appointment as Assistant Human Resources Manager. Development opportunities will be provided to candidates who are interested in pursuing a career in human resources in the higher education sector.

Detailed Responsibilities

- Collaborate with the Head of Talent and Organization Development to understand the University's talent and organization development goals and objectives;
- Work closely with stakeholders to conduct need analysis and design learning solutions or programs that cater to the development objectives and/or support organizational goals;
- Work with faculty members to develop and/or advise training programs specific to their departments or disciplines;
- Act as a subject-matter expert to facilitate learning sessions or liaise with and leverage external training experts/consultants when necessary;
- Stay current on industry trends and best practices in talent and organization development to inform program design;
- Supervise and provide guidance to team members to ensure successful program implementation;
- Evaluate program effectiveness through feedback analysis and make recommendations for improvements;
- Demonstrate leadership capabilities to support the strategy and objectives of the Talent and Organization Development team while develop/coach the junior team members to succeed in their careers;
- Carry out administrative responsibilities requiring a good understanding of policies, relevant principles, and established procedures.

Qualifications and Qualities

- A Bachelor's degree or equivalent, preferably in Human Resources Management, Organization Development, Education, or any related field;
- Relevant HR experience in a related sector in a supervisory position (at least 5 years for Human Resources Manager and 2 years for Assistant Human Resources Manager);
- Proven experience in program design and development, preferably in a corporate or higher education setting;
- Strong project management skills with ability to manage multiple priorities and deadlines;
- Excellent communication and interpersonal skills to collaborate effectively with different internal and external stakeholders;
- Knowledge of adult learning principles and instructional design methodologies;
- Experience with online learning platforms and technologies;
- Proficiency in both English and Chinese with good computer skills;
- Experience supervising or leading a team is an advantage.

What We Offer

The appointment will be made on a 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 10% of basic salary. Other benefits include annual leave and medical benefits.

How to Apply

The University only accepts online application for the above posts. 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 **April 10, 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*