

HUMAN RESOURCES OFFICE

Human Resources Manager (Policy & Projects) (Ref. 260605005-IE)

Duties

The appointee will be required to:

- (a) assist in the development and implementation of HR policies, projects and initiatives relating to appointment, pay, rewards and benefits in partnership with operation divisions of the Office;
- (b) support pay and grade structure review to ensure competitiveness of the pay and reward mechanism and undertake project manager role for large scale annual pay adjustment exercises;
- (c) support the review of HR policies and pay mechanism for offices in the Chinese Mainland cities;
- (d) undertake duties of assigned subject areas and work independently with minimum supervision;
- (e) participate in strategic HR related projects in supporting the attraction, motivation and retention of talent;
- (f) provide administrative/secretarial support to Committees and HR-related matters as and when required; and
- (g) 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, preferably with in-depth and extensive hands-on knowledge on compensation and benefits;
- (c) have strong analytical and problem-solving skills, with the ability to interpret complex data and translate it into actionable strategies;
- (d) possess business acumen, good interpersonal and communication skills;
- (e) have a good command of both written and spoken English and Chinese, and preferably with fluency in Putonghua;
- (f) have strong project management and organisational skills, with the ability to work independently, manage multiple priorities and meet deadlines;

- (g) be a good team player, proactive and dedicated to work and have a positive attitude;
- (h) be familiar with HR related systems and have excellent computer skills, including Advance Excel, MS Word, and PowerPoint, etc.; and
- (i) be well versed in HR related ordinances in Hong Kong, with knowledge in the Chinese Mainland labour ordinances being an advantage.

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 15 June 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/.

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/.