

HUMAN RESOURCES OFFICE

Senior Human Resources Manager (Ref. 260723005-IE)

Duties

The appointee will be required to:

- (a) oversee the human resources and administrative functions for the Mainland Translational Research Institutes/Centres and other subsidiaries/joint ventures;
- (b) manage the staff development function, including but not limited to training, performance appraisal, staff engagement and recognition;
- (c) participate in the review and development of university-wide people projects and initiatives, and collaborate closely with operational teams of the Office in the implementation;
- (d) guide and supervise team members to ensure smooth operation and administration;
- (e) provide secretarial support to committees; and
- (f) perform any other duties as assigned by the Director of Human Resources or her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least eight years of solid and relevant post-qualification experience at a managerial level, preferably gained in large organisations;
- (c) proven adaptability and a strong sense of ownership in driving various HR initiatives;
- (d) working knowledge of Chinese Mainland's employment legislation and workplace practices;
- (e) the initiative and ability to generate innovative ideas in pursuit of continuous improvement;
- (f) strong critical thinking, analytical, communication and interpersonal skills, with the ability to engage stakeholders at all levels;
- (g) a good command of both written and spoken English and Chinese, and preferably with fluency in Putonghua; and
- (h) good computer skills, including MS Word, Excel, PowerPoint, etc.

Shortlisted candidates may 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 30 July 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/.

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