



Assistant Human Resources Officer in the Human Resources Office (HRO) (Ref.: 536771)

We are looking for an Assistant Human Resources Officer to join the Talent and Organization Development (T&OD) function in Human Resources Office to provide quality HR services to the University community.

The Role

You will be responsible for

- Providing administrative and logistic support to training programs including enrolment, venue arrangement, attendance records and evaluation, etc.;
- Preparing internal communications and promotional materials for T&OD initiatives, including emails, program brochures, presentation materials, surveys and staff notices;
- Compiling reports, training records, documentations, and other related databases to ensure accuracy and timely updates for management review and monitoring;
- Liaising with internal stakeholders, external vendors and service providers on program scheduling, implementation, invoicing and other administrative arrangements;
- Handling applications documentation and administration for training and development grants, fellowship and scholarship programs;
- Participating in ad hoc T&OD projects and performing any other duties as assigned.

Qualifications and Qualities

- A Bachelor's degree;
- At least 1 year's relevant work experience;
- A good command of spoken and written English and Chinese (including Putonghua);
- IT proficiency;
- Good interpersonal, organizational, problem-solving and communication skills;
- Able to prioritize multiple tasks efficiently;
- Meticulous attention to details;
- A good team player, self-motivated with a strong sense of responsibility.

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 10% 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 CV. Review of applications will start as soon as possible and continue until **July 29, 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*