



Human Resources Officer (System) / Assistant Human Resources Officer (System) in the Human Resources Office (HRO) (Ref.: 537104)

We are looking for an HR Officer/Assistant Officer (System) to join the Human Resources Office to support day-to-day HR information system operations.

The Role

The appointee will:

- Handle day-to-day HR system operations, including system monitoring, troubleshooting, data input, maintenance, and validation to ensure data accuracy and integrity.
- Answer system-related enquiries from internal users and provide timely support.
- Prepare regular and ad-hoc reports, conduct basic data analysis, and support HR analytics initiatives.
- Assist in system enhancement projects and user acceptance testing.
- Perform other duties as assigned.

Qualifications and Qualities

- A good Bachelor's degree in Computer Science, Information Systems, or other related disciplines;
- At least 2 years of relevant experience in HR information systems support or related field, with experience in higher education sector preferred;
- Experience in higher education sector is preferred;
- Proficiency in HR information systems, particularly in PeopleSoft and data reporting tools;
- Good communication skills in both English and Chinese;
- Good analytical, problem-solving and organizational skills;
- Ability to multi-task and work independently;
- A good team player who can collaborate with different internal and external stakeholders of the University.

What We Offer

The appointment will be made on temporary full-time contract for 1 year, to commence as soon as possible. Renewal will be subject to operational needs. A highly competitive salary commensurate with qualifications and experience will be offered. 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 **September 9, 2026**, or until the post is filled, whichever is earlier. Shortlisted candidates will be invited to attend a written test. Applicants who have responded to the previous advertisement (Ref.: 536900) need not re-apply.

The University is an equal opportunities employer and is committed to equality, ethics, inclusivity, diversity and transparency.