



Human Resources Manager/Assistant Human Resources Manager in the Human Resources Office (HRO) (Ref.: 537146)

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 appointee will lead a small team to provide business partnering service and support HR operations for specific Faculties, academic departments or administrative offices of the University. He/She will carry out advanced administrative responsibilities requiring a good understanding of policies and relevant principles; recommend and propose improvements to procedures/operations; resolve problems with application of experience/expertise and by exercising sound judgement; handle non-routine business independently with initiative and effectiveness; and serve committees or working groups as necessary. 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.

Qualifications and Qualities

- A good Bachelor's degree or equivalent, with higher degree a plus;
- Relevant HR experience in a related sector involving staff supervision (at least 5 years for Human Resources Manager and 2 years for Assistant Human Resources Manager);
- Demonstrated ability in performing specialized duties;
- Meticulous attention to details;
- Ability to work independently and in a team collaboratively, supervise and motivate junior staff;
- Strong communication and interpersonal skills;
- Good organizational skills, judgement and problem-solving skills to assist in resolving complex organizational/technical problems;
- Strong sense of ownership and the ability to multi-task and work under pressure;
- Proficiency in both English and Chinese with good computer skills.

What We Offer

The appointment will be made on a fixed-term full-time contract, 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 C.V. Review of applications will start as soon as possible and continue until **September 13, 2026** or until the post is filled, whichever is earlier. Shortlisted candidates will be invited to attend a written test and an interview.

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