香 港 大 學
THE UNIVERSITY OF HONG KONG

Assistant Human Resources Officer in the Human Resources Office (HRO) (Ref.: 537553)

We are looking for an Assistant Human Resources Officer to join the Human Resources Office to provide quality HR services to the University community.

The Role

The appointee will provide administrative support to a wide range of human resource functions (in the areas of employee relations and the development and review of HR policies), participate in various projects, and undertake other duties as assigned. Training and development opportunities will be provided.

Qualifications and Qualities

- A Bachelor's degree, with at least 1 year's relevant work experience;
- A good command of spoken and written English and Chinese (including Putonghua);
- Good interpersonal and organisational skills, and IT proficiency;
- Prior HR experience is an advantage but not a must.

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 C.V. Review of applications will start as soon as possible and continue until **October 30, 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