香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

Founded in 1989, Hong Kong Metropolitan University (HKMU) is a modern, vibrant and dynamic university. We tailor our professional programmes to adapt to market trends and meet industry needs, thus providing our students with quality professional education and clear career paths. Being the first University of Applied Sciences (UAS) in Hong Kong, we pledge to play a pioneering role in enhancing recognition of vocational and professional education and training, and nurturing talents with both applied skills and knowledge.

As a faculty-driven, student-centred university in support of innovative teaching and learning, strategic research, and stakeholder outreach to provide maximum benefit to our communities, we conduct research that advances knowledge and enhances teaching, focusing on strategic areas, including digital humanities and literature, international business, gerontechnology, personalised care, smart city, open and innovative education, and bilingual learning and teaching.

HKMU is becoming an ever more vital link in addressing and helping Hong Kong to solve many difficult challenges – as part of our involvement in, and commitment to, the 'metropolis' of Hong Kong. Our plans to expand into the Greater Bay Area (GBA) will also cultivate talent to serve Hong Kong and the wider metropolitan GBA.

For more information about the University, please visit https://www.hkmu.edu.hk.

We are now looking for a suitable person to fill the following position in the **Human Resources Office**:

Assistant Human Resources Officer (HRO) (Ref: 26002EH)

Major Duties and Responsibilities

The appointee will be responsible mainly for the following:

- providing support in specialised HR functional areas such as systems, C&B, performance management, talent cultivation, engagement & development, appointment, staff regulations, strategic initiatives and manpower planning;
- providing one-stop HR service to Schools/Offices;

- providing support to meetings and committee work;
- maintaining accurate and up-to-date human resources records; and
- compiling HR-related management statistics and reports.

Candidates

Candidates should possess the following qualifications, experience and competence:

- at least 5 subjects with Level 2 in HKDSE or equivalent, including English & Chinese languages and Mathematics, preferably a recognised degree in Human Resources Management or a relevant discipline;
- good communication skills in both English and Chinese (preferably including Putonghua);
- good service attitude and interpersonal skills; and
- proficiency in computer applications.

Candidates may be invited to attend a written test.

Terms and Conditions for Appointment

An attractive remuneration package, including basic salary, an end-of-contract gratuity, and a discretionary incentive payment, where applicable, will be offered to the right candidates. Generous annual leave, staff-development sponsorships, medical and dental benefits, and life insurance coverage will also be provided.

To Apply

Candidates who are interested in joining us may submit their applications via the University's eRecruitment System.

https://hkmu.taleo.net/careersection/ex_full_time/jobapply.ftl?lang=en&job=26002EH

Closing date of application: 9 November 2026

The personal data collected will be used for the purpose of considering your application for employment. For details, please refer to the "Personal Data (Privacy) Notice for Job Applicant" on the University's website. If you are not contacted by the University within eight weeks from the closing date of application, you may assume that your application was unsuccessful. The University will continue to review applications until the position(s) is/are filled.