香 港 大 學
THE UNIVERSITY OF HONG KONG

Assistant Human Resources Manager in the Human Resources Office (HRO) (Ref.: 537590)

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

The Role

The appointee will be responsible for designing and developing innovative programs and initiatives to support talent, performance, and organization development across the University. The role will involve collaborating with various stakeholders to identify learning and development needs, design learning and performance management solutions, and implement initiatives that enhance employee development and organizational effectiveness. The appointee will also serve as a subject-matter expert in e-learning / digital learning solutions, supporting the development, implementation, and continuous enhancement of online learning platforms and resources. Development opportunities will be provided for candidates who are interested in pursuing a career in human resources in the higher education sector.

Detailed Responsibilities

- Support the planning and implementation of the University's Talent and Organization Development (T&OD) initiatives and objectives;
- Work closely with stakeholders to conduct needs analysis and design T&OD initiatives that cater to development objectives and support organizational goals;
- Work with faculty members and administrative units to develop and/or advise T&OD initiatives specific to their needs;
- Act as a subject-matter expert in e-learning / digital learning solutions, supporting the design, development, implementation, and continuous enhancement of online learning resources and platforms;
- Support the implementation and continuous enhancement of performance management initiatives, processes, systems, and related staff communications;
- Evaluate program effectiveness through feedback analysis and data insights, and make recommendations for improvements;
- Support the strategy and objectives of the T&OD team through effective project management and stakeholder engagement;
- Carry out administrative responsibilities requiring a good understanding of policies, relevant principles, and established procedures.

Qualifications and Qualities

- A Bachelor's degree or equivalent, preferably in Human Resources Management, Organization Development, Education, Learning Technologies, or a related field;
- At least 2 years of relevant HR experience in talent development, organization development, performance management, or a related field;
- Proven experience in the design, development, and implementation of e-learning content and digital learning solutions, preferably in a corporate or higher education setting;
- Strong project management skills with the ability to manage multiple priorities and deadlines;
- Excellent communication and interpersonal skills to collaborate effectively with different internal and external stakeholders;
- Knowledge of adult learning principles, instructional design methodologies, and learning technologies;
- Experience in the design, development, and administration of learning and development programs and initiatives;
- Experience in supporting or implementing performance management processes, systems, or related initiatives;
- Proficiency in both English and Chinese with good computer skills;
- Proficiency in graphic design, multimedia content creation, and video editing tools is an advantage.

What We Offer

The appointment will be made on a 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 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 **October 28, 2026** or until the post is filled, whichever is earlier. Shortlisted candidates may be invited to attend a written test.

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