



香港城市大學
City University of Hong Kong

City University of Hong Kong is a dynamic, fast-growing university that is pursuing excellence in research and professional education. As a publicly funded institution, the University is committed to nurturing and developing students' talents and creating applicable knowledge to support social and economic advancement.

Applications are invited for :

Executive Officer I/II in the Human Resources Office [Ref. C/912/03]

Duties

Provide support to a full spectrum of human resources functions including appointment, benefits administration, performance management, staff training and development, staff relations, etc.; assist in policy formulation and implementation of subjects assigned; provide committee servicing; supervise and train junior staff; and perform any other duties as assigned.

Requirements

A Bachelor's degree, with at least 2 years' relevant post-qualification human resources experience preferably in higher education. Excellent command of both written and spoken English and Chinese (including Putonghua), effective communication and interpersonal skills, good IT skills, good customer-servicing attitude, strong sense of responsibility with initiatives, and ability to work independently and collegially in support of the core values of the Office are required.

Candidates with more than 7 years' relevant experience may be considered for appointment as Executive Officer I.

Shortlisted candidates will be invited for a written test.

Salary and Conditions of Service

Remuneration package will be highly competitive, commensurate with qualifications and experience. Appointment will be made on a fixed-term contract; fringe benefits include gratuity, leave, medical and dental schemes.

Information and Application

Further information on the posts and the University is available at <http://www.cityu.edu.hk>, or from the Human Resources Office, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong [Email : hrojob@cityu.edu.hk/Fax : 2788 1154 or 3442 0311].

To apply, please submit an online application at <http://jobs.cityu.edu.hk>. **Applications will be reviewed on a continuing basis until the positions are filled.** Applications will receive full consideration and only shortlisted applicants will be contacted. The University's privacy policy is available on the homepage.

City University of Hong Kong is an equal opportunity employer. We are committed to the principle of diversity. Personal data provided by applicants will be used for recruitment and other employment-related purposes.

Worldwide recognition ranking #70 (QS 2024), and #4 among top 50 universities under age 50 (QS 2021); #1 in the World's Most International Universities (THE 2024); #1 in Automation & Control/Electrical & Electronic Engineering/Materials Science & Engineering/Metallurgical Engineering/Nanoscience & Nanotechnology and #2 in Telecommunication Engineering in Hong Kong (GRAS 2023); and #39 Business School in the World and #5 in Asia (UT Dallas 2019 to 2023)