

HUMAN RESOURCES OFFICE

Human Resources Manager (Policy & Projects) (Ref. 241017014-IE)

Duties

The appointee will be required to:

- (a) assist in the development and implementation of HR policies, projects and initiatives relating to appointment, pay, rewards and benefits in partnership with operation divisions of the Office;
- (b) participate in strategic HR related projects in supporting the attraction, motivation and retention of talent;
- (c) support pay and grade structure review to ensure competitiveness of the pay and reward mechanism and manage the annual pay adjustment exercises;
- (d) support the review of HR policies and pay mechanism for offices in the Mainland cities, and coordinate with these Offices to ensure policy implementation;
- (e) undertake duties of assigned subject areas and work independently with minimum supervision;
- (f) provide administrative/secretarial support to Committees and HR-related matters as and when required; and
- (g) perform any other duties as assigned by the Director of Office or her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree;
- (b) have at least five years of solid human resource management and supervisory experience, preferably with hands-on knowledge on compensation and benefits;
- (c) have strong analytical and problem-solving skills, with the ability to interpret complex data and translate it into actionable strategies;
- (d) possess business acumen, good interpersonal and communication skills;
- (e) have a good command of both written and spoken English and Chinese, and preferably with fluency in Putonghua;
- (f) have strong project management and organisational skills, with the ability to work independently, manage multiple priorities and meet deadlines;
- (g) be a good team player, proactive and dedicated to work and have a positive attitude;
- (h) be familiar with HR related systems and have excellent computer skills, including Advance Excel, MS Word, and PowerPoint, etc.; and
- (i) be well versed in HR related ordinances in Hong Kong, with knowledge in Mainland labour ordinances being an advantage.

Shortlisted candidates will be invited to sit for a written test.

Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement.

Application

Please submit an application through PolyU's career website (<https://jobs.polyu.edu.hk/management>). **Consideration of applications will commence on 31 October 2024 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/pics_for_recruitment/.

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