



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 Director of Human Resources (Ref.: 24002BJ)

We are pleased to announce the opening for an Assistant Director of Human Resources. This position is responsible for leading a team in the delivery of all-round HR services to our Schools and Offices, as well as overseeing specialized HR subject areas, such as compensation and benefits, HR systems, performance management, training, employee engagement, appointments, policies and regulations, strategic initiatives, manpower planning, etc. We invite qualified candidates to apply for this significant opportunity to contribute to our organization.

Major Duties and Responsibilities

Reporting to the Director of Human Resources, the appointee will be responsible mainly for the following:

- Assisting the Director of Human Resources in the formulation and execution of HR strategies and policies that align with the University's vision, mission, goals and objectives;
- Leading and managing a team to provide high-quality HR services and support to Schools / Offices;
- Providing guidance and advice to Schools / Offices on a wide range of HR matters;
- Providing professional support to committees and meetings, including preparing papers and reports, gathering information and conducting analysis, providing administrative and secretarial support, etc.;
- Developing and maintaining effective relationships with internal and external stakeholders to ensure that HR policies and initiatives are effectively communicated and supported across the University;
- Identifying opportunities and area for improvement proactively to enhance HR processes and systems, and work with relevant stakeholders to enhance overall effectiveness;
- Handling employee cases including addressing complaints, grievances, disciplinary matters and inquiries, as well as resolving concerns related to data privacy and equal opportunities; and
- Ensuring compliance with relevant laws, regulations, and policies.

Candidates

Candidates should possess the following qualifications, experience and competence:

- Bachelor's degree, preferably a higher degree, in Human Resources Management, Business Administration, or a related field;
- Substantial relevant HR experience preferably in a leadership role with some exposure in a higher education setting;
- Up-to-date knowledge of HR best practices, industry trends and legislations;
- Experience in leading HR initiatives and driving changes;
- Excellent leadership, problem-solving, communication and interpersonal skills; and
- Demonstrated ability to work collaboratively with teams and stakeholders at all levels.

Terms and Conditions for Appointment

An attractive remuneration package, including basic salary, a composite cash/housing allowance, 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=24002BJ

Closing date of application: 11 November 2024

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.