



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 :

### **Human Resources Manager in the Human Resources Office** [Ref. C/920/03]

#### **Duties**

The appointee will provide supervision/coaching/guidance for junior executive officers; assist in the formulation, administration, implementation and review of policies and practices in various subject responsibilities; provide support to a full spectrum of human resources functions; provide committee servicing; and perform any other duties as assigned.

#### **Requirements**

A Bachelor's degree with at least 10 years of relevant experience, preferably in higher education sector or sizeable organisations. Excellent language skills in both English and Chinese (including Putonghua); broad knowledge of HR functions and practices; strong analytical and planning ability; effective communication and interpersonal skills; and ability to work collegially and promote HRO's core values are essential.

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 post 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](mailto: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 receive full consideration until the position is filled** 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 #62 (QS 2025) and #80 (THE 2025); #1 in the World's Most International Universities (THE 2024); Young University Rankings #4 (THE 2024); Asia University Rankings #15 (THE 2024) and #10 (QS 2025)*