

HUMAN RESOURCES OFFICE

Human Resources Manager (Ref. 250205003-IE)

Duties

The appointee will be required to:

- (a) provide front-line one-stop-shop HR support in one of the Divisions in the Human Resources Office;
- (b) assist in the implementation of HR policies and procedures encompassing recruitment, further appointment, promotion, transfer, re-deployment, redundancy and termination of employment; compensation and benefits; staff development and training; staff appraisal, reward and sanction matters, etc.;
- (c) assist in assigned subject areas/projects and work independently with minimum supervision;
- (d) provide administrative/secretarial support to Committees and HR-related matters as and when required;
- (e) act as a mentor of junior officers in the Division and provide them with guidance and support; and
- (f) 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;
- (c) have a good command of both written and spoken English and Chinese, and preferably with fluency in Putonghua;
- (d) have a perceptive and analytical mind with demonstrated management capability;
- (e) have good interpersonal and communication skills;
- (f) be competent in committee secretaryship;
- (g) be a good team player, proactive and dedicated to work and have a positive attitude; and
- (h) have good computer skills, including MS Word, Excel and PowerPoint, etc.

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 12 February 2025 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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