

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **HUMAN RESOURCES OFFICE**

### **Post Specification**

**Assistant Human Resources Manager / Senior Human Resources Officer (Ref. 22040705-JCSD)**

### **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 the Division Head 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 from the Division Head;
- (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 may be invited to sit for a written test.

Applicants with less post-qualification experience will be considered for the post of Senior Human Resources Officer.

### **Remuneration and Conditions of Service**

A highly competitive remuneration package will be offered. Initial appointments will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

### **Application**

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 14 April 2022 until the positions are filled.** The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

7 April 2022