

**THE HONG KONG POLYTECHNIC UNIVERSITY**

**HUMAN RESOURCES OFFICE**

**Post Specification**

**Assistant Human Resources Manager / Senior Human Resources Officer (Ref. 22051718-JCSD)**

**Duties**

The appointee will be required to:

- (a) assume an administrative role to ensure HR policy compliance via coordination of processes and procedures, formal documentation, secretarial support to decision-making bodies, and liaison with other administrators and individual staff members (in subject areas including but not limited to staff development, performance appraisal and staff recognition);
- (b) coordinate in-house training programmes and staff orientation activities;
- (c) occasionally, assist in policy reviews, data analytics and other ad hoc projects; and
- (d) perform any other duties as assigned by the Director of Human Resources or her delegates.

**Qualifications**

Applicants should have a recognised degree and at least five years of post-qualification experience, preferably in human resources management, administration, project management or event management.

Those who have substantial relevant experience with at least five years solid experience at supervisory level may be considered for the post of Assistant Human Resources Manager.

Applicants should also have:

- (a) a good command of English and Chinese, and good communication skills;
- (b) a positive work attitude, high attentiveness to details, and great adaptability to changes/challenges; and
- (c) good computer skills.

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

## **Remuneration and 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. 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 25 May 2022 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/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

17 May 2022