

Human Resources Manager / Assistant Human Resources Manager (Staff Training & Development) (Ref: 2401079) Human Resources Office

We are seeking a dedicated and experienced individual to join our team, focusing on Training and Staff Relations. In this role, you will be responsible for developing and implementing training programs, managing employee relations, and ensuring a harmonious workplace.

Key Responsibilities include:

- **Learning and Development:** Based on the training needs, develop and deliver comprehensive training programmes to enhance employee skills and knowledge; monitor and evaluate the effectiveness of training programmes.
- **Staff Relations and Engagement:** Plan and organize staff events such as team-building activities, workshops, and social gatherings to promote a sense of community and teamwork; implement wellness initiatives to support employees' physical and mental well-being.
- **Account Servicing:** Perform a full spectrum of human resources services to designated Departments / Offices / Centres, which includes overseeing recruitment processes, performance appraisals, contract renewals, departures, and maintaining accurate HR records.
- **Office Management:** Oversee office management responsibilities, including managing office space, and ensuring a safe and efficient work environment.

The ideal candidates should have:

- **Educational Background:** A recognized degree in Human Resources Management or a related field.
- **Experience:** Minimum of 7 years of relevant experience in HR management or related fields, with substantial experience in training / event management.
- **Skills / Attributes:**
 - Good understanding of HR principles and business processes
 - A strong team player, with strong organization skills, excellent interpersonal and communication skills
 - Literate in computer applications such as MS Word, Excel, PowerPoint, Canva and Photoshop

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal subject to satisfactory performance. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Officer I in the University. Applicants with less working experience may be considered for the post equivalent to the rank of Executive Officer II.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 10 October 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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