COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Human Resources Office

Post Specification

Senior Human Resources Officer/Human Resources Officer (Ref. 080926-01)

Duties

The appointee will be required to provide support to a wide range of human resource services covering staff recruitment, compensation and benefits, training and development, human resources information management system, project and committee work. The appointee will also be required to supervise supporting staff.

Qualifications

Applicants should have:

(a) a recognised degree;
(b) five years’ post-qualification experience in administration or human resource management;
(c) a good command of English and Chinese;
(d) good interpersonal and communication skills; and
(e) the quality of being mature and detail-oriented.

Applicants with less experience will be considered for the post of Human Resources Officer. Shortlisted candidates may be invited to sit for a written test.

Remuneration

Salary offered will be commensurate with qualifications and experience. Applicants should state their current and expected salary in the application.

27 September 2008