



Recruitment of Contract Post

Human Resources Manager (Wanchai)

Reporting to Manager (HR and Admin), the post-holder will focus on the development and implementation of HR strategies and initiatives aligned to the high performing and inclusive culture of the Agency. He/She will be accountable for the following key responsibilities:

- ◆ Lead a team to provide full spectrum of HR services including but not limited to recruitment, C&B, succession planning, budgeting, talent development, performance management and employee engagement;
- ◆ Provide HR insight and pragmatic advice to effectively manage and resolve human capital issues whilst ensuring all activities conform to regulatory / legislative requirements;
- ◆ Prepare and execute HR initiatives or projects to build employer branding, cultural transformation and value building through positive impact activities internally and externally; and
- ◆ Steer the implementation and enhancement of the new HRIS and other potential automation solutions.

Requirements

- ◆ Degree holder in HR, humanities, business administration or related disciplines
- ◆ Minimum 8 years' hands-on experience across all HR disciplines with over 3 years' experience at supervisory level in sizeable organisations
- ◆ Well versed with labour legislations, compliance practices and overall HR best practices currently in force in Hong Kong
- ◆ A good team player with strong business acumen and communication skills in both Chinese and English (written, verbal, presentation, and interpersonal)
- ◆ Proactive, tactful, ability to multi-task and work effectively
- ◆ Proficiency in MS Office & IT applications with prior experience in handling of HRIS development is an advantage

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sracp.org.hk.

(All information provided will be kept as confidential & only be used for recruitment related purposes)