



Recruitment of Contract Post

Head of Human Resources & Administration (Wan Chai)

Reporting to the Chief Executive, this is a senior role to oversee the Agency's HR and Administration Division (HRAD) and its day-to-day functioning, and act as the HR advisor and professional expert to the Management in HR management and corporate governance with key responsibilities highlighted as follows:

- To lead, guide and supervise other members of HRAD in effective provision of overall HR and central administration services, including compensation and benefits, recruitment and selection, performance management, staff engagement, workforce planning, headcount and budgets management, HR information system, compliance, occupational safety and health, and insurance matters, etc.;
- To formulate and implement proactive people-oriented strategies, and steer HR initiatives to cultivate and embed Agency values, as well as to foster a performance driven, team trust and collaboration, innovative and inclusive work culture;
- To provide consulting advice and guidance to the Management and Unit Heads in managing staff and operational issues; and
- To keep abreast of regulatory developments and market best practices, facilitate review of existing Agency policies, practices and workflow, and roll out appropriate actions accordingly.

Requirements

- Degree holder in HR management, business administration or related disciplines
- Minimum 10 years of solid all-rounded HR professional experience in which at least 3 years as a HRBP at managerial position is preferred. Previous exposures in NGOs are an advantage;
- Well versed with employment legislations, compliance practices and overall HR best practices currently in force in Hong Kong;
- Energetic, tactful, collaborative, influential people manager at all levels with strong communication skills in both Chinese and English (written, verbal, presentation, and interpersonal);
- Good analytical, execution and multi-task capabilities, attentive to details and process, results-driven and target oriented; and
- Digital savvy and proficiency in MS Office applications.

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 search@sidebyside.org.hk.



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