



Alice Ho Miu Ling Nethersole Charity Foundation

雅麗氏何妙齡那打素慈善基金會

Founded in 1887, we are a non-governmental organization committed to the development and provision of quality holistic health care service to the community of Hong Kong. With a staff team of about 250 members, we are providing elderly service, chaplaincy ministry, outreaching rehabilitation service, an institute promoting holistic health and holistic care, and cancer survivorship care project, etc. We are now looking for a high-calibre person to join our Central Administration Office:

Assistant Human Resources Manager

(Salary range: HK\$35,080 to HK\$61,865)

Key Responsibilities

1. Assist the Manager in delivering professional and comprehensive human resources services including compensation & benefits, recruitment, training & development and performance management;
2. Provide cross-departmental human resources support through effective collaboration and coordination;
3. Prepare analytical reports and assist the Manager in developing and formulating annual budget plan;
4. Facilitate the development, enhancement and implementation of human resources policies and procedures;
5. Coordinate logistics arrangements for the Human Resources Committee; and
6. Perform any other ad-hoc duties as assigned by the Manager and the management.

Requirements

1. A Bachelor's Degree, preferably in Human Resources or related discipline;
2. At least 5 years' post qualification solid working experience in human resources field;
3. Familiar with Employment Ordinance and knowledge with the latest regulations;
4. Distinct ability in the following areas: leadership and supervision, problem solving, organizational power, logical thinking, attention to details, interpersonal and communication skills;
5. Good command of both written and spoken English and Chinese, including Putonghua; and
6. Proficient in MS Office applications and Chinese word processing.

Interested parties please send application with detailed resume and expected salary to the Human Resources and Administration Manager, Central Administration Office, Alice Ho Miu Ling Nethersole Charity Foundation, Room J/7/29, Alice Ho Miu Ling Nethersole Hospital, 11 Chuen On Road, Tai Po, New Territories **on or before 26 February 2026 (Thursday)** under confidential cover. Please mark on envelope the post of the job applied for.

(Personal data collected would be used for recruitment purpose only)