



Human Resources

Human resources is the most valuable and unique asset which represents one of the largest investments in any organisation. Human resources is concerned with people at work and their relationships within a business. It brings staff together and develops them into an effective organisation. It also turns work into an activity that enriches both the employee and the employer.

Effective management of human resources is vital as it enhances staff productivity and efficiency and, hence, facilitate organisational performance. The knowledge of acquiring, maintaining, coordinating and utilising human resources is crucial to the success of an organisation. Human resources management has become one of the most significant functions of an organisation.

POSITIONS

The work of the human resources department covers organisational and staff planning, recruitment and selection, education and training, career development, employee relations, terms and conditions of employment including wage and salary policy, health, safety, welfare and employee services. Most graduates enter the field as a human resources assistant and work their way up to human resources managers and directors.

The job market in human resources is extensive and growing. The employment of human resources specialists is not limited to the industry and commerce, but extends into all fields of employment, both in the public and private sectors.

EDUCATION AND REQUIREMENTS

A degree in any discipline is considered acceptable for entry into human resources. However, a background in business administration, psychology, economics or education is useful.

As the main duty of a human resources management professional is to deal directly with staff, personal qualities required include maturity, good organisational ability and strong interpersonal skills. It is also necessary to be cautious, discrete and able to exercise independent judgement confidently.

For those who are interested in developing their career





in the field of human resources management, courses are offered by the Hong Kong Baptist University, University of Hong Kong, Chinese University of Hong Kong and Hong Kong Management Association. The Hong Kong Institute of Human Resource Management also organises a wide range of professional activities such as multilevel training programs and conferences.

SALARY & BENEFITS

In the private sector, the entry salary level of a human resources officer is usually around \$8,000-\$12,000 per month. Salaries increase quite significantly upon promotion. While the usual working hours are 9 to 5, irregular hours may be encountered when working on special projects.

FURTHER INFORMATION

For further information on careers in human resources, contact the Hong Kong Institute of Human Resource Management at:

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