

Vacancy

CLP Power Hong Kong Limited
Human Resources Department – CLP Power
Compliance and Employee Relations
Human Resources Specialist (Permanent / 2-Year Contract)
[Ref: CLPP-HR-C&ER-HRS]

CLP was founded in Hong Kong in 1901, at a time when electricity was still a novelty worldwide. Today we power millions of homes and businesses across the Asia Pacific regions. In Hong Kong, we operate a vertically-integrated electricity supply business providing a highly-reliable supply of electricity to 80% of the city's population. Outside Hong Kong, we invest in the energy sector in Mainland China, India, Southeast Asia, Taiwan and Australia. Our business includes power generation, transmission and distribution, and electricity and gas retail activities. Our goal is to meet Asia-Pacific's energy challenge in a sustainable manner from one generation to the next.

We are looking for a seasoned HR professional to join the Human Resources Department of CLP Power Hong Kong Limited. The appointee will work in the Compliance & Employee Relations Team.

Key responsibilities:

- Review and/or formulate HR policies, guidelines and procedures, and support its implementation
- Review employment-related legislation changes and related implementation plan
- Monitor and report the compliance of internal control policies and systems in the HR operations. Conduct ad hoc / regular HR audit / health-check, and lead / participate in improvement teams to fill the gaps
- Prepare periodic reports and conduct ad hoc tasks as assigned
- Support HR account team in handling cases that have employment legislation complication
- Participate in various ad hoc HR or cross-Business Group projects / initiatives
- Carry out any other tasks as assigned by the supervisor from time to time

Requirements:

- A recognized Degree or equivalent qualification in human resources management or related disciplines
- At least 5 years' relevant experience, with experience gained in regulatory compliance function of sizeable organization(s) preferred
- Fully conversant with employment legislations in Hong Kong
- Good spoken and written Chinese and English
- Excellent cross-group collaboration, interpersonal, communication, and problem-solving skills
- A quick learner with strong self-motivation and able to work under pressure
- Independent, well-organised and detail- and result-oriented

- With good analytical and numerical capability
- Competent in manipulating and analysing data and drive solutions or recommendations based on data insights
- Aptitude for technology and data analysis
- Excellent in PC applications e.g. Microsoft Word, Excel, PowerPoint

Please apply by sending email to chr@clp.com.hk giving a detailed C.V., including career history, major achievements and personal attributes on or before **14 May 2021**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: CLPP_HR_C&ER_HRS_Last Name_First Name_Other Names

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <https://clp.to/engPICS>

For further information on our company, please visit our website:
<https://www.clpgroup.com/>

Date Exhibited: 7 May 2021

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