



EQUAL OPPORTUNITIES COMMISSION

The Equal Opportunities Commission (EOC) is a statutory body charged with the mandate to eliminate discrimination on the grounds of sex, marital status, pregnancy, disability, family status and race, as well as to eliminate sexual harassment, and harassment and vilification on the grounds of disability and race. The EOC promotes equality of opportunities between men and women, between persons with and without a disability, persons of different races and irrespective of family status. It is the EOC's vision to create a pluralistic and inclusive society free of discrimination where there is no barrier to equal opportunities. The following position is available in the **Corporate Planning & Services Division** of the Equal Opportunities Commission (EOC). Applications are invited from suitably qualified candidates:

Motor Driver

(Monthly salary of HK\$16,065 to HK\$19,395, 3-year fixed term contract)

The Role

- Performing driving duties;
- Ensuring the cleanliness of the Commission's vehicles;
- Maintaining the vehicle log book showing details of journeys and fuel consumption;
- Advising on the condition of the Commission's vehicles for maintenance and repairs;
- Delivering documents/goods;
- Handling simple office work; and
- Undertaking any other duties as assigned.

The Person

- Form 3 or above;
- At least 2 years of solid experience as a driver in large corporations, practical work experience in the public sector preferred;
- Knowledge in routes and traffic regulations;
- Valid driving licence with clean traffic conviction record;
- Fluent in Cantonese and communicable in simple English; and
- Responsible, honest, polite, patient, neat and tidy.

[Appointment will be on three-year agreement terms renewable depending on service needs and performance. The remuneration package will consist of a basic salary and a cash allowance in accordance with the Commission's policy. The appointee will also be eligible for a gratuity on completion of the agreement subject to satisfactory performance and conduct.]

To Apply

Applications (including CV), **marked confidential and specifying the post applied for**, should be sent to the Head (Corporate Planning & Services), Equal Opportunities Commission, 16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong **on or before 25 November 2017**. **Candidates who have responded to our previous advertisements posted in 4 & 11 November 2017 need not re-apply.** Candidates shortlisted for further consideration will normally be contacted in around 6 weeks from the closing date of application. The information provided will be treated in strict confidence and will be used for employment purpose only. Information of unsuccessful candidates will normally be destroyed 2 years after the recruitment exercise is completed. For more information on the Commission, please visit our website at <http://www.eoc.org.hk>.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER