



## 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 **Complaint Services Division** of the Equal Opportunities Commission (EOC). Applications are invited from suitably qualified candidates:

### **Chief Equal Opportunities Officer (Complaint Services)**

**(Monthly Salary of HK\$107,870 to HK\$124,280, Three-year fixed term contract)**

#### **The Duties**

The incumbent will report to the Director (Complaint Services). His/her main duties are as follows:

- Managing a team of Equal Opportunities Officers under his/her supervision; giving directions and providing coaching to individual officers in the Complaint Services Division
- Monitoring the performance of the team in the handling of enquiries and complaints investigation and other related duties to achieve quality assurance
- Reviewing operational procedures and practices, and making recommendations for improvement;
- Maintaining effective liaison with other divisions to ensure smooth co-operation;
- Identifying areas of systemic discrimination and making recommendations, in the light of operational experience, for actions to tackle the problems
- Supporting the EOC's efforts in the conduct of Formal Investigations
- Contributing to the preparation of Codes of Practice and Guidelines, and conducting / arranging training and development activities for internal as well as external stakeholders
- Performing other duties as assigned

#### **The Person**

- University graduate; with minimum 10 years' relevant working experience of which 5 years should be at middle management level
- Substantial experience in complaints investigation and conciliation; candidates with formal training in conciliation preferred
- Preference will be given to candidates holding a law degree and/or having significant experience in litigation investigation
- Good knowledge of law and issues relating to discrimination and equal opportunities
- Motivated & committed to EOC's vision, mission & values
- Team player with good supervisory and communication skills, analytical power, common sense and social knowledge
- Good command of both Chinese and English; Computer literacy in software applications

*[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 Chief Operations Officer, Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 30 June 2018. Candidates who have responded to our previous advertisements posted in February & March 2018 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**