



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

Administrative Assistant

(Monthly Salary of HK\$14,780 to HK\$30,165, Three-year fixed-term contract)

The Duties

- Providing general clerical service which includes correspondences and files handling, backing up the Reception counter and handling general enquiries from hotline when necessary
- Liaising with officers on use of pool vehicles, arranging driver's schedule, car maintenance and documenting relevant records
- Arranging minor purchases, replenishment of office sundries supplies; and overseeing the work of cleaning contractors and security guards
- Managing a petty cash fund, assisting in procurement of goods/services, and other miscellaneous administrative duties
- Arranging simultaneous interpretation / interpretation services, and providing logistics support to EOC events / functions
- Undertaking any other duties as assigned

The Person

- Candidates should have Level 2 or above in five subjects including Chinese Language, English Language and Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Level 2 / Grade E or above in five subjects including Chinese Language, English Language (Syl. B) and Mathematics in the Hong Kong Certificate of Education Examination (HKCEE)
- Proficient in computer software applications, such as MS Office, and word processing skills
- Relevant work experience, preferably gained from statutory bodies, NGOs or sizable public organizations
- Good communication and interpersonal skills; good team player; willingness to learn and take up extra duties; be flexible and able to work under pressure
- General awareness of issues relating to discrimination and equal opportunities; and committed to EOC's vision and mission

[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 Director (Corporate Planning & Services), Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 22 September 2018.** **Candidates who have responded to earlier advertisements posted in June 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