



## 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:

### Senior Language Officer

(Monthly salary of HK\$70,590 to HK\$105,175, 3-year fixed term contract)

#### The Role

- Supervising and allocating jobs to staff of the Language Section
- Providing on-the-job training in translation and interpretation
- Vetting and providing translations services for the Commission
- Providing interpretation services for meetings or functions
- Standardising and up-dating English / Chinese terms and documents
- Undertaking any other duties as assigned

#### The Person

- University graduate, major in translation on English / Chinese language preferred
- With minimum of 8 years' experience in translation and /or interpretation, of which 3 years must be at a supervisory level
- Practical experience in public organizations preferred
- Excellent command of both English and Chinese, including Putonghua
- Strong in communication and presentation skills
- Good awareness on equal opportunities issues
- Motivated & committed to EOC's vision, mission & values
- A team player with good interpersonal skills
- Computer literacy in common 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 Director (Corporate Planning & Services), Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 3 November 2018**. 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**