



## 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:

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

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

#### **The Role**

- Investigating complaints lodged under discrimination legislation and making recommendations based on information gathered;
- Conducting conciliation to resolve disputes related to discrimination complaints;
- Answering public enquiries under discrimination legislation;
- Handling EOC self-initiated investigation on potential/possible unlawful acts of discrimination with wide implications or complexity;
- Participating in divisional and cross-functional projects, researches and task groups;
- Serving as subject officer in particular areas of work;
- Assisting management to review the complaint handling mechanism and implement changes; and
- Undertaking any other duties assigned

#### **The Person**

- University graduate; with substantial relevant work experience of which 3 years should be at middle management level; law enforcement experience preferred;
- Practical work experience in complaints investigation and conciliation;
- Good knowledge of law and issues relating to discrimination and equal opportunities;
- Motivated & committed to EOC's vision, mission & values;
- Good communication skills, analytical power, common sense and social knowledge;
- Good command of both Chinese and English; computer literacy in common software applications; and
- Legal qualification or knowledge and/training in conciliation an advantage.

**[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**