



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:

IT Trainee

(Monthly salary from HK\$10,500 to HK\$11,000, for a contract period of 12 to 15 months)

The Role

- To provide help desk and IT support to end users
- To perform software and hardware installation and configuration
- To ensure proper upkeep of IT equipment and to provide logistic support in relation to the usage
- To assist in programming assignments
- To perform data input and system testing
- To undertake any other duties as assigned

The Person

- Undergraduate who has completed penultimate year of study or university graduate majoring in Computer Science, Information Technology or related disciplines
- Knowledge of PC customization
- Experienced in applications installations such as MS Windows 8.1 and MS Office
- Knowledge of graphic design, ASP/ ASP.Net programming skills preferred
- General awareness of issues relating to discrimination and equal opportunities
- Good communication skills in both English and Chinese

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 26 April 2019**. 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