



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:

Assistant Information Technology Officer II

(Monthly salary of HK\$17,855 to HK\$30,165, 3-year fixed-term contract)

The Role

- To provide help desk support and solutions to end users
- To perform system installation and configuration
- To assist end users in using common software
- To provide training to end users on the computer system in use
- To maintain the EOC Internet and Intranet
- To assist in managing Information Technology System resources
- To perform data backup and hardware maintenance
- To undertake any other duties as assigned

The Person

- Post-secondary qualifications in computer studies, information technology or related discipline
- Conversant with IT troubleshooting and hands-on user support, preferably with practical work experience
- Proficient in Windows system and common software (e.g. Microsoft Office)
- Service-oriented and interested in solving IT-related problems
- A team player, innovative, able to work under pressure and meet tight deadlines
- Knowledge of Web Programming with ASP/ASP.Net, MySQL, MS Windows Server 2016 & MS Exchange 2016 an added advantage
- Experience in conducting training to end users also an added advantage
- General awareness of issues relating to discrimination and equal opportunities
- Good communication skills in both English and Chinese

[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 29 June 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