

籌組辦事處

人事架構

平等機會委員會以主席為首，由行政總裁負責辦事處整體的行政及管理工作。而協助行政總裁的是兩位總監，分別負責性別事務及殘疾事務；一位法律顧問負責法律事務，及一位首席平等機會主任負責行政及宣傳工作。整個編制共有六十六位員工。委員會辦事處在1996年9月20日開始投入服務。委員會辦事處的人事架構載於附錄三。委員會主席及高層職員的名單載於附錄四。

員工招募

委員會在1996年5月成立時，只得主席一人為全職。要在短時間內招聘大量人手，是個頗大的挑戰。招聘人手的工作在1996年6月展開，而第一批員工在9月上任。至1997年3月，全數六十六位員工均已到職，全部招聘工作順利完成。

員工訓練

為確保員工得到良好的訓練，培養積極奮發的精神，委員會提供了各式各樣的訓練及發展課程。除了為所有員工舉辦入職培訓外，亦為主任級及輔助人員舉辦訓練課程：講解兩條條例、認識歧視及平等機會等課題，及處理查詢和投訴的運作程序等。委員會亦讓員工修讀語言及電腦課程，使他們能掌握工作所需的技能。此外，委員會亦就社會問題及勞工法例舉辦工作坊，以便員工能認識最新發展，擴闊視野。

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Setting Up the Commission Office

Organizational Structure

The EOC office is headed by the Chairperson who is assisted by the Chief Executive in the overall administration and management of the office. The Chief Executive in turn is assisted by two Directors each responsible for gender and disability matters respectively, a Legal Adviser responsible for providing legal service and a Principal Equal Opportunities Officer for administration and promotion work. There is a total of 66 staff in the establishment. The organizational structure of the office is shown at *Appendix 3*. A list showing the Chairperson and senior officers is shown at *Appendix 4*. The EOC Office commenced operation on 20 September 1996.

Staff Recruitment

Starting with only the Chairperson in May 1996 and given the large number of vacancies to be filled, the Commission had a challenging task of setting up a full office within a short span of time. The staff recruitment exercise began in June 1996 and the first batch of staff reported for duty in September 1996. By March 1997, all 66 staff positions were filled.

Staff Training

To ensure a well trained and highly motivated workforce, the EOC has provided various training and development courses for its staff. In addition to an orientation programme for all new recruits, training sessions on the two ordinances, on issues of discrimination and equal opportunities and operating procedures for handling enquiries and complaints were organised for the officers and supporting staff. Language and computer courses were available to staff so as to equip them with skills relevant to their work. Workshops on social issues and labour legislation were run in order to keep staff abreast of the latest development on a broader front.