



The Equal Opportunities Commission (EOC) is a statutory body charged with the mandate to eliminate discrimination on the grounds of sex, marital status, pregnancy, breastfeeding, disability, family status and race, as well as to eliminate sexual harassment, breastfeeding 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 and irrespective of family status and race. It is the EOC's vision to create a pluralistic and inclusive society free of discrimination where there is no barrier to equal opportunities. We are now looking for candidates who are passionate and committed to our mission and vision to apply for the following post in our **Corporate Planning and Services Division**.

## **Officer II (Administration)**

**(Monthly Salary of HK\$20,165 to HK\$34,060)**

### **The Duties**

- Provide general administrative service which includes correspondences and files handling, backing up the Reception counter and handling general enquiries from hotline when necessary
- Liaise with officers on use of pool vehicles, arrange drivers' schedule, car maintenance and repairs, and maintain proper records
- Arrange minor purchases, replenishment of office sundries supplies; and oversee the work of cleaning contractors and security guards
- Manage a petty cash fund, assist in procurement of goods/services, and other miscellaneous administrative duties
- Arrange simultaneous interpretation / interpretation services; provide logistics support to EOC events / functions; and assist to update the EOC's intranet content
- Undertake any other duties as assigned, including but not limited to internal transfer to other divisions within the EOC

### **The Person**

- A bachelor's degree in any disciplines
- Proficient in computer software applications, such as MS Office and word processing skills
- Relevant work experience, preferably gained from statutory bodies, NGOs or sizable public organizations an advantage
- Good communication and interpersonal skills; good team player; willingness to learn and take up extra duties; be flexible and able to work under pressure
- General awareness of issues relating to discrimination and equal opportunities; and committed to EOC's vision and mission

*Candidates who do not possess a bachelor's degree but are dedicated to embark on a career in the EOC and confident that their knowledge, skills and work experiences enabling them to take on the duties of the above post can also apply. If selected, their entry salary will be at HK\$16,695 or above depending on their relevant qualifications, experiences and current earnings.*

*Selected candidates will start their career in the Corporate Planning and Services Division. During their employment with the EOC, they may be required to undertake alternative duties and/or be requested to take up special assignments for operational or staff development purpose(s) within or outside the function different from their original position and/or Division.*

*[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**

Interested applicants should send **their application letters enclosed with detailed CVs, marked confidential and specifying the post applied for**, to Director (Corporate Planning & Services), Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 31 January 2024**. Applicants shortlisted for further consideration will normally be contacted in around six 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 applicants will be destroyed two years after the recruitment exercise is completed. For more information on the EOC, please visit our website at <http://www.eoc.org.hk>.