

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 Communications Division**.

## **Officer II (Corporate Communications)** **(Monthly Salary of HK\$20,165 to HK\$34,060)**

### **The Duties**

- Provide administrative and clerical support for the Community Participation Funding Programme on Equal Opportunities ("Funding Programme"), including but not limited to the following:
  - Handle enrolment, verify sign-ups and record attendance for briefing sessions on the Funding Programme;
  - Perform preliminary checks on applications submitted by organisations under the Funding Programme and identify missing information or documents;
  - Compile summaries of applications;
  - Conduct preliminary checks on project reports and financial reports submitted by funded organisations and follow up with the relevant organisations on missing information;
  - Scan and photocopy financial reports. Maintain proper filing and records under the Funding Programme;
  - Update spreadsheet relating to funded project status and report status; and
  - Prepare webpage updates on the Funding Programme.
- Assist in the content development and design of different corporate communications and promotional materials, including but not limited to:
  - Translate publicity and communications materials;
  - Work on the layout design of 'The EO Beat' journal, and help design promotional and publicity materials, such as web banners and posters; and
  - Update CCD web pages (including but not limited to web pages on e-news, press release, speeches, youth programme, videos and community resources).
- Provide administrative and logistical support for the Equal Opportunity Youth Ambassador Scheme, EOC's booths during exhibitions and expos, and other programmes or events organised by CCD, such as compiling applicant lists, undertaking basic liaison with participants, taking attendance during activities, assisting with the design and production of certificates and manning the booths etc.
- Assist with the logistics of social media promotions, such as interactive Facebook campaigns, including preparing winner lists for prize games, verifying participants' eligibility and handling collection of prizes.
- Assist in managing the EOC's promotional and publicity resources, including storage of EOC's promotional materials/souvenirs, maintaining the publication and souvenir inventory, and arranging distribution to the general public upon request. Manage the radio/TV interview files/recordings and photo library.
- 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, fresh graduates are welcome
- Good writing and communication skills in English and Chinese
- Proficient in computer software applications, such as MS Office and word processing skills. Knowledge of design software including Photoshop and Canva would be an advantage
- Good interpersonal skills; a team player with willingness to learn and take up extra duties
- Detail-minded and good organisational skills; flexible and good at multi-tasking
- 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 Communications 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 **an application letter enclosed with a detailed CV (including grades/scores of English language and Chinese language in public examinations, e.g. HKCEE/HKALE/HKDSE or IELTS, etc.), 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 9 April 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>.

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**