



平等機會委員會
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, 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 inviting applications for the following position in our **Corporate Planning and Services Division**:

Information Technology Officer

(Monthly salary of HK\$18,795 to HK\$31,750, 12-month fixed-term contract)

The Duties

- Provide help desk support services to internal users including troubleshooting of hardware, software and network issues
- Prepare and set up AV equipment and computing applications for meetings
- Install and configure software and computer systems
- Perform day-to-day hardware and software maintenance for computer systems and data backup
- Upkeep hardware and software inventories, site and server licensing as well as user access and security
- Assist in IT projects and related tasks
- Provide training to end-users on hardware functionalities and software programmes
- Undertake any other duties as assigned

The Person

- Associate degree or above in Information Technology, Computer Science or related disciplines; university degree preferred
- Fresh graduates are welcomed; post-qualification full-time work experience in an IT support role or computer programming is advantageous
- Good knowledge of Microsoft Windows, Microsoft Office applications and common desktop applications
- Good analytical and problem solving skills
- Service-oriented, proactive and self-motivated
- Good communication skills in Chinese and English
- Effective interpersonal skills, a team player
- General awareness of issues relating to discrimination and equal opportunities; and committed to the EOC's vision and mission

[Appointment will be on twelve-month agreement terms. The salary to be offered to the selected candidate will be commensurate with his/her relevant qualifications and experience. The appointee will 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 Director (Corporate Planning & Services), Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 15 July 2022**. 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 recruitment purpose only. Information of unsuccessful applicants will normally 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