



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 **Ethnic Minorities Unit** of the Commission. Applications are invited from suitably qualified candidates.

Executive Assistant (Ethnic Minorities Unit)

(Monthly salary: HK\$21,585, Two-year fixed-term contract)

The Role

- To coordinate projects for developing teaching materials on racial equality and cultural sensitivity in English and Chinese commissioned by the EOC and supervise out-sourced service providers in implementing the projects;
- To assist in organizing events and activities related to the Racial Diversity & Inclusion Charter for Employers (Charter), managing and connecting with Charter signatories and reaching out to other stakeholders including corporates, non-governmental organizations, and business and trade associations;
- To assist in handling enquiries for information or assistance from members of the public on projects, events and activities mentioned above;
- To handle general administrative work, such as filing, setting up meetings, taking notes, updating records and database, etc. on projects, events and activities mentioned above; and
- To perform any other duties as assigned.

The Person

- University graduate
- Good command of both written and spoken English and Chinese
- Proficiency in computer knowledge and skills, such as Word, Excel, PowerPoint and Chinese input method
- A team player with strong communication and interpersonal skills
- Preference will be given to candidates with work experience in public service and corporate communications
- General awareness of issues relating to discrimination and equal opportunities

[Appointment will be on two-year agreement terms. 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 the Director (Corporate Planning & Services), Equal Opportunities Commission, **16/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong on or before 6 March 2020**. 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