



## 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 **Policy, Research & Training Division** of the Equal Opportunities Commission (EOC). Applications are invited from qualified candidates:

### Training Officer

**(Monthly salary of HK\$58,635 to HK\$73,775, 3-year fixed term contract, further employment is subject to review on service needs and performance)**

#### The Role

- Design and deliver customised training workshops for public officers and staff of other organisations on topics such as promoting racial equality and inclusive workplace, the four anti-discrimination ordinances and their related codes of practices, preventing and handling racial harassment in the workplace and accessibility issues
- Assist in development and updating of training packages and materials including video clips, case studies and incorporate such materials in the induction programmes of bureaux / departments / public organizations where appropriate
- Assist in development of e-learning resources for thematic websites on anti-discrimination
- Undertake any other duties as assigned

#### The Person

- University graduate with at least 5 years' working experience; practical work experience in training, education or public sector highly preferable
- Experience in production and design of training packages, e-learning/other educational materials a plus
- Fluency in Cantonese and English essential; fluency in Putonghua desirable
- Good command of written Chinese and English
- Well versed with local equal opportunities (EO) legislation; and related complaint handling skills / experience an advantage
- Awareness of EO and social issues
- Good presentation and interpersonal skills
- Motivated and committed to EOC's vision, mission and values
- Computer literate in software applications

*[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

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 25 May 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**