



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, 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 Equal Opportunities Commission (EOC). Applications are invited from qualified candidates:

Administrative Assistant (Anti-Sexual Harassment Unit)

(Monthly salary of HK\$15,560 to HK\$31,750, 3-year fixed term contract, further employment is subject to review on service needs and performance)

The Role

- Provide administrative support for the Working Group on Anti-Sexual Harassment Campaign
- Provide general clerical service which includes correspondences & files handling, answering telephone calls, taking messages and receiving visitors
- Perform general inputting and word processing duties including the operation of various computer softwares
- Provide logistics support to seniors, in particular in conduct of surveys and researches as well as training and public education activities
- Maintain work diary, work reports and statistics of the Unit.
- Undertake any other duties as assigned

The Person

- Candidates should have Level 2 or above in five subjects including Chinese Language, English Language and Mathematics in the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Level 2 / Grade E or above in five subjects including Chinese Language, English Language (Syl. B) and Mathematics in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent
- Received basic legal or social work training, such as relevant High Diploma or Associate Degree, an advantage
- 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
- 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

[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 13 July 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