



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 **Corporate Communications Division** of the Commission. Applications are invited from qualified candidates:

Assistant Corporate Communications Manager (Multimedia) **(Monthly salary of HK\$35,040 to HK\$55,995, 3-year fixed-term contract, further employment is subject to review on service needs and performance)**

The Role

- Manage the EOC YouTube Channel, by (a) arranging filming of EOC's corporate events and uploading the videos onto the channel; (b) performing content development for the channel, including copywriting, video-making, video-editing, write-up and translation of scripts and articles; and (c) organising activities such as promotions and competitions to increase the viewership of the channel
- Develop engaging, creative and innovative multimedia content (in the forms of text, HTML, videos, animations, graphics, infographics and photo designs) for placements in the EOC's website and social media platforms to engage target stakeholders. Collaborate with the social media vendor to ensure consistent look and feel across different digital and social media platforms
- Update and enhance EOC's webpages under Corporate Communications Division's ownership, including performance optimisation through Search Engine Optimisation (SEO), Search Engine Marketing (SEM) and Content Management System (CMS) management. Also update and promote the EOC mobile apps
- Assist in video production work including on-location video filming, and undertake minor audio-visual projects, including camera operation and video-editing
- Coordinate the implementation of the youth campaign in various formats (e.g. talks, mentorship sharing and experiential activities), including: recruiting participants, promoting the programme, organising activities and updating the Facebook page regularly
- Prepare Chinese and English communication materials, including but not limited to: speeches, forewords, messages, letters, etc
- Handle public enquiries and arrange for interviews, visits and talks for students and NGOs
- Provide support for EOC events and activities
- Undertake any other duties as assigned

The Person

- A bachelor's degree or equivalent, studying in discipline in Communication Design, Arts, Interactive Media, Multimedia, Visual Communication, Web Design, Journalism, Marketing, Communications, or other relevant subjects will be an advantage
- At least 3 years' post-qualification full-time work experience in creative media, corporate communications, publicity, digital media/marketing or public relations work. Hands-on experience in design, creative solution, layout, script writing, artwork and video production in various digital platforms, including social media (e.g. Facebook, Instagram) and websites, as well as in the maintenance of such platforms is a must
- High proficiency in software applications including Adobe Creative Suite (e.g. InDesign, Photoshop and Illustrator), knowledge in motion graphics and other video-editing software (e.g. canvas); knowledge in HTML, XML, CSS, Adobe Premiere and/or After Effect will be an advantage
- Demonstrable social networking experience and social analytics tools knowledge
- Good command of both written and spoken English and Chinese
- Excellent writing, editing (photo/video/text) and multimedia production skills
- Positive attitude, strong analytical, planning, organisational and multitasking skills, and ability to work independently under pressure; and
- General awareness of issues relating to discrimination and equal opportunities

[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 30 January 2021**. 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