



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.

Executive Assistant (Corporate Communications Division)

(Monthly salary of HK\$22,725 to HK\$44,555, 3-year fixed-term contract, further employment is subject to review on service needs and performance)

The Role.

- Act as the liaison person with awardees of the Equal Opportunities Employer Recognition Scheme (the Scheme), by handling the day-to-day enquiries from the awardees, administration and matters related to the Scheme, also providing secretariat support to the Judging Panel of the Scheme
- Perform content development, including both copywriting and layout development, for online and offline communication materials and collaterals related to the Scheme. Also, manage and update the mini-site of the Scheme
- Organise events and activities, such as seminars and workshops, to engage the awardees, and implement promotions on the Scheme
- Prepare Chinese and English communication materials, including but not limited to: speeches, forewords, messages, letters, etc
- Coordinate the production, stock-taking and distribution of EOC souvenirs
- Provide support for EOC events and activities
- Undertake any other duties as assigned

The Person

- A bachelor's degree or equivalent, in Communications, Public Relations, Multimedia, Marketing or related disciplines will be an advantage
- At least 2 years' full-time relevant working experience in corporate communications, public relations, multimedia, marketing or event management
- Excellent English and Chinese writing and verbal communication skills
- Experience in managing Search Engine Optimisation (SEO), Search Engine Marketing (SEM), marketing database, email, social media and/or digital advertising campaigns. Knowledge in design, developing and maintaining website, as well as experience in video production and video editing an advantage
- Good interpersonal skills and experience in dealing with professionals and stakeholders in different sectors
- Proficiency in computer skills and applications, including MS Word, Excel and PowerPoint, and Photoshop; and
- Well organised, capable of handling multiple tasks simultaneously and strong coordination skill; 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