



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 Planning and Services Division** of the Equal Opportunities Commission (EOC). Applications are invited from qualified candidates:

Graduate Trainee

(Monthly salary: HK\$17,675, Two-year fixed-term contract)

As a corporate social responsibility (CSR), the Equal Opportunities Commission (EOC) is inviting a high-caliber candidate to join us as a Graduate Trainee (GT). The traineeship is to provide the GT with a unique opportunity to kick off his/her career and build a solid foundation for future growth and development through gaining an insight into particular aspects of work and operations of the EOC.

The GT will receive on-the-job training in which the GT will gain work experience and develop knowledge on work processes as well as undertaking project based and operational work. The GT will be provided with training programmes about the EOC and the related anti-discrimination laws as well as job-related soft-skills training workshops as and when available.

While there is no pre-set career progression roadmap in the EOC, the GT will have strengthened his/her capacity to become a valued talent in the human resource pool of the Hong Kong community, and be competitive in pursuing his/her further career with job opportunities in other organisations including those in the EOC when such are open for recruitment.

The trainee will be provided guidance for personal and professional development by his /her supervisor(s).

The Role

- To provide support to Commission-wide projects such as day-to-day coordination, and following up on tasks related to project implementation
- To carry out research on subject areas, analyse and present findings, compile documents, prepare presentations
- To provide administrative and logistical support to staff training and development programmes/events
- To assist in providing translation and interpretation services from English into Chinese or vice versa
- To manage EOC's resource materials and information, including compiling news digest, renewing subscriptions, purchasing publications, and monitoring usage of online library services
- To assist in staff communication/engagement activities and volunteering events
- To undertake any other duties and ad-hoc projects as assigned

The Person

- University graduate (fresh graduate or graduates with not more than 12 months' experience) in business administration, translation, human resources or communications preferred
- Ability to understand and grasp complex issues
- Research, analysis and report writing skills
- Good oral and written communication skills in both English and Chinese
- Good demonstration of planning, prioritising and organisational skills
- Proficient in computer software applications in particular Ms Office and word processing skills
- High degree of initiative and engagement
- Good inter-personal skills, team player, self-starter, able to self-manage, multi-tasking and open to diverse ideas
- General awareness of issues relating to discrimination and equal opportunities

[Appointment will be on non-renewable 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 21 May 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