

Equal Opportunities and Disability Access Officer (holding a substantive rank of Executive Officer I) (Ref: 2400728)
Student Affairs Office

Reporting to the Director/Associate Director of Student Affairs, the successful appointee will be working in the Student Affairs Office. He/she will be responsible for (a) formulating, planning, reviewing and implementing the University's policies, codes of practice, guidelines, and working procedures related to equal opportunities including sexual harassment and disability access; (b) ensuring the University's compliance with all applicable anti-discrimination ordinances; (c) handling of related complaints/grievances/enquiries from students and individuals who have dealings with the University; (d) providing secretarial support to relevant committees and ad hoc panels; (e) the overall planning, development, promotion and training related to diversity and equal opportunities for students; and (f) performing any other duties as assigned by the Director/Associate Director of Student Affairs.

Applicants should have a Bachelor's degree in social sciences, public policy/administration, or any relevant subject with substantial years of relevant experience in handling investigation/grievance/complaint matters, and thorough understanding of the equal opportunities legislation preferably gained in the tertiary education or public sector. They should have strong sense of responsibility; be capable of multi-tasking and work independently. Formal legal/conciliation training and law enforcement experience would be advantageous. Applicants should also have good leadership, planning and management skills, strong interpersonal and communication skills; and high proficiency in both English and Chinese (Cantonese and Putonghua).

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal subject to satisfactory performance. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 23 July 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.