

*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30<sup>th</sup> anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.*

*We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.*

## **Equal Opportunities and Disability Access Officer Human Resources Office**

**(Ref: 2400177)**

The successful appointee will be one of the two Equal Opportunities and Disability Access Officers at the University, with primary duties including (a) formulating, maintaining, reviewing, and implementing the University's policies, codes of practice, guidelines, and working procedures related to diversity and equal opportunities; (b) ensuring the University's compliance with all applicable anti-discrimination ordinances; (c) handling of related complaints/grievances/enquiries from staff 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 staff; and (f) any other duties as assigned by the University.

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 and/or public sector; strong leadership with excellent interpersonal and communication skills as well as analytical, critical and strategic thinking and planning skills; formal legal / conciliation training and law enforcement experience would be advantageous. Flexible and adaptive to changes, team player, highly proficient in both English and Chinese.

Salary will be commensurate with qualifications and experience. The appointee will hold the substantive post of Human Resources Manager in the University.

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 15% 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 14 June 2024, and will continue until the post is filled.** Applications which are incomplete or without the required document 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/jobsoff/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.

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

**EdUHK is an Equal Opportunities Employer.**