



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidate to fill up of the post of **Officer/ Assistant Officer of the Hong Kong Athletes Career & Education Department [Ref. O/AO(HKACED)]** on contract basis, which is renewable subject to the prevailing conditions.

Duties

The O/AO(HKACED) will mainly be responsible to:

- (i) To be responsible for plan and organization of Ambassador Programme (AP) including but not limited to AP recruitment, induction training, on-site support, payment, and pre/post event promotion, etc;
- (ii) To assist in development and maintaining membership data base;
- (iii) To undertake administrative duties and provide secretarial support to the superiors;
- (iv) To assist in the organization and coordination of life skill / career related events or workshops, and provision of on-site support;
- (v) To liaise with athletes, NSAs, contractors and stakeholder;
- (vi) To assist in for webpage and social media design updates;
- (vii) To prepare the progress and financial report to CSTB quarterly;
- (viii) To be responsible to answer enquiry from general public; and
- (ix) To support any ad hoc event and undertake any other duties as directed by the superiors.

Requirements

Applicants should have:

- (i) a recognized university / associate degree in Sports/ Physical Education/ Recreation/ Marketing or relevant disciplines;
- (ii) a minimum of one year's working experience, preferably in sports sector; government or NGO;
- (iii) good command of both written and spoken English and Chinese;
- (iv) proficiency with Microsoft Office software, e.g., Word, Excel & PowerPoint;
- (v) knowledge in Adobe Photoshop / photography / video editing software is an advantage; and
- (vi) familiar with various social media platforms, preferably basic knowledge in market research.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidates may be offered other post at similar ranking in other divisions of the Federation.

Remuneration

Successful candidate will be appointed on contract basis with fixed monthly salary during the contract period. Fringe benefits include MPF, medical, paid leave and employee's insurance. Successful candidate will be offered the post at a salary subject to his background and work experience.

Application

Interested parties should send full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before **12 August 2024**. Please mark **[Ref.: O/AO(HKACED)]** on the letter to indicate the post you apply for.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.